

T4 TimeSaver User Guide



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T4 TimeSaver User Guide



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Foreword

We at ELM Computer Systems Inc. would like to thank you for using T4 TimeSaver.NET.

It is thanks to suggestions from our clients, both new and returning, that T4 TimeSaver has become the quality product that it is today.

Thank you!

Part I



1 Introduction

1.1 About T4TimeSaver

Since its introduction in 1988, T4 TimeSaver has been used by thousands of Canadian businesses each year to reliably produce CRA and Revenu Québec information returns. T4 TimeSaver enables its users to easily enter or import data, process for specific errors and submit paper and/or electronic returns.

Originally written for MS-DOS in 1988, T4 TimeSaver was rewritten for Windows in 1997 and subsequently updated to use the .NET framework (v. 2) in 2007. If you have need of one of our older versions, all T4 TimeSaver releases from 1997 onward are available for download from our website: www.t4timesaver.com

The T4 TimeSaver development team is committed to providing software for producing Canadian information returns that is superior to any other system. With that in mind, this newest version of the T4TimeSaver program has been designed from the ground up to provide a solid foundation for ongoing product development and simplify the addition of new product features.

New features in the 2010 version of T4 TimeSaver include:

- User interface updated to support both French and English
- New forms added: T3, T4RIF, T4RSP, T5007 & RL-16

T4 TimeSaver can be used to prepare returns for the following information slips:

- **Canada Revenue Agency:** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200 & T2202A
- **Revenu Québec:** RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

The forms available are dependant on which version of T4 TimeSaver has been installed:

- **T4 TimeSaver Lite:** T4, T4A, T5, RL-1 & RL-3
- **T4 TimeSaver Basic:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-17 & RL-25
- **T4 TimeSaver Plus:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-17 & RL-25
- **T4 TimeSaver Enterprise:** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

For more than 20 years suggestions and requests from our clients have helped us continually improve T4 TimeSaver; **THANK YOU!** No matter how long you've been using T4 TimeSaver, please let us know if you have an idea that might improve it. While we do not guarantee that we will include all suggested improvements into the T4 TimeSaver, we promise you that we will give each suggestion careful consideration.

1.1.1 System Requirements

Operating System Requirements

Windows - T4 TimeSaver will run on any current version of Windows (32 bit or 64 bit) with .NET Framework 2.0 installed. Current versions of Windows are: XP, Vista, 7, 2003 and 2008. TimeSaver may run on non-current versions of Windows, but as these are no longer supported by Microsoft they cannot be guaranteed to support all features of T4 TimeSaver or of the .NET framework upon which T4 TimeSaver depends. If you have difficulty running T4 TimeSaver on non-current Windows versions we may not be able to resolve your problem. Non-current versions of Windows include: 95, 98, ME, 2000

and NT.

Terminal Server - T4 TimeSaver will run in Terminal Server environments that support Windows applications but must be installed using the proper procedures for the environment.

Apple - We have it on good authority from several clients that T4 TimeSaver will run on Mac computers in Windows installations under the Boot Camp environment. (We do not recommend running T4 TimeSaver on a Mac under Parallels as communication between T4 TimeSaver and external hardware devices may be adversely affected.)

Novell - Although we do not recommend it, some of our clients use T4 TimeSaver on Novell networks. Care must be taken to ensure proper path naming conventions as unexpected results and crashes may occur if file or folder names are longer than eight characters each.

Hardware Requirements - Workstation Installation

To use T4 TimeSaver in a stand-alone environment you must have either:

- An IBM compatible computer meeting the recommended settings for any current version of Windows
- or
- A Mac computer running a current version of Windows under Boot Camp

Hardware Requirements - Network Administrator Installation

To use T4 TimeSaver as a client application maintained by a central server you must have:

- A central server (or workstation acting as server for T4 TimeSaver) running any current version of Windows
- and either
- An IBM compatible computer meeting the recommended settings for any current version of Windows with an active network account
- or
- A Mac computer running a current version of Windows under Boot Camp with an active network account

Hardware Requirements - Terminal Server Installation

To use T4 TimeSaver in a Terminal Server environment you must have:

- A terminal server compatible with any current version of Windows
- and either
- An IBM compatible computer meeting the recommended settings for any current version of Windows with an active Terminal Server account
- or
- A Mac computer running a current version of Windows under Boot Camp with an active Terminal Server account

Minimum System Memory

Any computer meeting the recommended settings for any current version of Windows will run T4 TimeSaver. As a guideline, Windows XP will offer its best performance with 2Gb of RAM installed (we do not recommend less than 1Gb) while Windows Vista and Windows 7 will run best with at least 3Gb of RAM installed (we do not recommend less than 2Gb). Speak with your IT people if you suspect that your computer has insufficient RAM installed.

Disk Drives and Data Storage Requirements

A hard disk drive with at least 100 Mb of available disk space is required for installation of the program files while leaving sufficient space for data files. An empty data file will typically be larger than 5Mb. Data may be stored on either a hard disk or on removable media. T4 TimeSaver performs best if data is

stored on a local hard disk or network share. The software and/or its data files may also be installed on a network file server.

For optimal performance of T4 TimeSaver and other software, ensure that you have sufficient space available on your hard disk for Windows to maintain paging file (also known as a swap file or virtual memory). Typically this file is 50% larger than the amount of available RAM installed on your system. (For example, if you have 2Gb of RAM installed the paging file will typically be 3Gb.) Speak with your IT people if you suspect that your paging file is improperly configured.

You should also ensure that sufficient space is available on the hard disk for your data as well as for any temporary files and print jobs created during normal system operation.

Do not store your data on floppy disks. The current database structure can very easily exceed the capacity of a floppy and result in computer instability and data loss.

Printer and Other Output

Slips and summaries are generated as PDF files which can be printed on any ink jet or laser printers recognized by Windows. You may also file most types of returns on CD, DVD or as an XML file submitted over the Internet; significantly reducing your paper requirements and the labour involved in producing these returns. For print jobs delivered to network printers managed by a server the server must have sufficient resources available to process the print job.

1.1.2 T4 TimeSaver Versions

T4 TimeSaver is available in five versions (Online, Lite, Basic, Plus and Enterprise) enabling T4 TimeSaver to provide a variety of features that will satisfy the requirements of any firm; no matter how large (or how small). Throughout this manual, features that are available only on specific versions of T4 TimeSaver will be appropriately noted.

T4 TimeSaver Online - Geared toward the smaller business (producing up to 15 slips for 1 or 2 companies), T4 TimeSaver Online is our lowest cost solution. Even so, it enables even the smallest business to produce professional T4, T4A and T5 returns. Compatible with any web browser, T4 TimeSaver Online lets you work wherever you have Internet access. Because of its intuitive Internet interface T4 TimeSaver Online is not covered in this manual. If you would like to give T4 TimeSaver Online a try you can visit the T4 TimeSaver Online website: [T4 TimeSaver Online](#)

T4 TimeSaver Lite - Our entry level Windows version, T4 TimeSaver Lite has been designed for firms with smaller data processing requirements and subsequently not requiring the full versions of T4 TimeSaver. Returns can be prepared for up to 5 companies, with a maximum of 25 slips of each type for each company.

T4 TimeSaver Basic - T4 TimeSaver Basic is the ideal solution for your information return preparation needs; whether you produce returns for your own organization or for multiple client organizations. Unlimited in the number of returns it can process, T4 TimeSaver Basic can be used to prepare returns for even the largest organizations with a minimum of fuss and bother. Databases created with T4 TimeSaver Basic are fully accessible by T4 TimeSaver Plus and T4 TimeSaver Enterprise.

T4 TimeSaver Plus - Our most popular package, T4 TimeSaver Plus includes all the features of T4 TimeSaver Basic but provides greater flexibility by adding expanded electronic filing, multi-user networking, data import and partnership forms. T4 TimeSaver Plus is used by more firms across North America than any other T4 TimeSaver version. Databases created with T4 TimeSaver Plus are fully accessible by T4 TimeSaver Basic and T4 TimeSaver Enterprise.

T4 TimeSaver Enterprise - T4 TimeSaver Enterprise is an enhanced version of T4 TimeSaver Plus and has been designed to meet the data entry, reporting and management needs of even the largest organizations. With enhanced reporting and forensic analysis capabilities, T4 TimeSaver Enterprise will become THE tool of choice for professionals across Canada. Databases created with T4 TimeSaver Enterprise are fully accessible by T4 TimeSaver Basic and T4 TimeSaver Plus.

If at any time during the 2010 tax season you find that you require a different version of T4 TimeSaver you can upgrade or downgrade to a version that better meets your needs. You will be invoiced or refunded for the price difference, including taxes, between the version you have and the version you are changing to. Shipping charges cannot be refunded on returns. Databases are fully interchangeable between T4 TimeSaver Basic, T4 TimeSaver Plus and T4 TimeSaver Enterprise. If you are moving to or from T4 TimeSaver Online or T4 TimeSaver Lite ELM's technicians can import the databases for you for a fee.

Please refer to the following chart to determine which version of T4 TimeSaver will best meet your needs.

1.1.2.1 T4 TimeSaver Version Comparison

T4 TimeSaver Version Comparison Chart (2010)					
Feature	T4 TimeSaver ONLINE (2, 3)	T4 TimeSaver LITE (3)	T4 TimeSaver BASIC	T4 TimeSaver PLUS	T4 TimeSaver ENTERPRISE
Platform	Internet (1)	Windows (1)	Windows (1)	Windows (1)	Windows (1)
Max. number of companies	Unlimited	5	Unlimited	Unlimited	Unlimited
Max. number of slips per return	Unlimited	25	Unlimited	Unlimited	Unlimited
User friendly data entry	Yes	Yes	Yes	Yes	Yes
Identify and adjust over/under paid CPP/QPP, EI & QPIP	Yes	Yes	Yes	Yes	Yes
Carry information forward to subsequent years (3, 4)	Yes (3)	Yes (3)	Yes (4)	Yes (4)	Yes (4)
Free: Small business use (2)	Yes (2)				
Free: Technical Support 9am - 5pm phone / 8pm email EST Mon - Fri	Yes	Yes	Yes	Yes	Yes
T4, T4A, T5 returns	Yes	Yes	Yes	Yes	Yes
RL-1, RL-3 returns		Yes	Yes	Yes	Yes
NR4, T4PS, T4RIF, T4RSP, T4ANR, T4A(P), T4ARCA, T5007, T5018, T2200, T2202A, T1204, RL-2, RL-8, RL-17, RL-25 returns			Yes	Yes	Yes
T5013 & R15 partnership returns				Yes	Yes
T3 & RL-16 returns					Yes (6)
Electronic & Internet filing in XML format (CRA & Revenu Québec approved)	Yes (5)	Yes	Yes	Yes	Yes
Print facsimile returns on plain paper (CRA & Revenu Québec approved)	Yes	Yes	Yes	Yes	Yes
Print returns on CRA & Revenu Québec forms		Yes	Yes	Yes	Yes
On screen preview of all reports		Yes	Yes	Yes	Yes
Save reports in CSV, HTML, PDF, RTF, XLS, text or image format		Yes	Yes	Yes	Yes
Simultaneous live display of multiple forms		Yes	Yes	Yes	Yes
Batch return printing		Yes	Yes	Yes	Yes
Batch Internet & CD/DVD filing				Yes	Yes
Import CSV, Excel & XML data and 3rd party payroll (via XML)				Yes	Yes
Multi-user access to database				Yes	Yes
System event viewer					Yes
Email PDF slips to recipient					Yes
Enhanced data import					Yes
Enhanced company filing status					Yes
Price - Annual Site License	\$19.95 (2)	\$90.00	\$260.00	\$420.00	\$495.00
(1) - T4 TimeSaver Online requires Internet access; T4 TimeSaver for Windows requires a current version of Windows. Features may change without notice. (2) - Additional returns are \$9.95 each. Businesses with up to 10 employees may use T4 TimeSaver Online for FREE! (3) - Data created with T4 TimeSaver Online or T4 TimeSaver Lite will carry forward only to subsequent versions of the same product. If necessary, ELM Computer systems can transfer data from either product to one of the Windows versions for a reasonable fee. (4) - Data created with T4 TimeSaver Basic, T4 TimeSaver Plus or T4 TimeSaver Enterprise is accessible to ALL Windows versions. (5) - T4 TimeSaver Online will electronically file T4 returns only. (6) - T3 Slip & Summary and RL-16 Slip will be included initially and additional T3 & RL-16 forms will be included as the season progresses.					

1.2 About ELM Computer Systems Inc.

ELM Computer Systems Inc. was established in 1978 to provide comprehensive Information Technology services to small & medium businesses in the Greater Toronto Area. Although concentrating on the GTA, ELM provides reliable remote support and management solutions to businesses anywhere in Canada. Our clients include members of the accounting, health, legal and transportation industries as well as many others. Over the years and through continual training we have acquired expertise in all aspects of Windows based computing & networking and custom software design on systems from handheld to desktop computers. Because our staff has an average of over 20 years experience we are also often called upon to support older technologies such as Novell and other obsolete software.

Please visit our website to learn more about ELM Computer Systems: www.elmcomputers.com

Here is a sample of the resources available from ELM Computer Systems:

- Onsite and remote support & maintenance of stand-alone computers or entire networks
- Consulting services
- Custom software
 - o T4 TimeSaver: The software described in this user guide
(www.t4timesaver.com)
 - o Avantax: Automobile taxable benefits calculator
(www.avantax.ca)
 - o Handheld data collection for field technicians
(www.elmcomputers.com/ELM_Computer_Systems_S100.html)
- ELM Bulletin - Monthly newsletter covering all aspects of business computing
(www.elmcomputers.com/ELM_Computer_Systems_Bulletin.html)

If you have any questions about how ELM can help you get the best use out of your computers please use the contact information provided below.



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Toll Free: 800 268 3211
Fax: 416 495 0044

Email: info@elmcomputers.com
Website: www.elmcomputers.com

1.3 Technical Support

As a registered user you may telephone, fax, or e-mail us with your questions about the installation and use of the T4 TimeSaver program.

English Technical Support

English technical support is available by telephone from our Toronto office Monday to Friday from 9am to 5pm ET.

English technical support is available by email Monday to Friday from 9am to 8pm ET. Email will be periodically checked on Saturdays so that emergency situations can be attended to.

English Technical Support Hot Line (GTA):	416 495 1624
Toll Free:	800 268 3211
Fax Number:	416 495 0044
Email:	support@t4timesaver.com
T4 TimeSaver Website:	www.t4timesaver.com
Related Website: AvanTax (<i>automobile taxable benefits calculator</i>)	www.avantax.ca
Corporate Website:	www.elmcomputers.com

To submit an error log to our technical support team via FTP, select **Send Error Log to Technical Support** from the **Help** menu.

French Technical Support

Technical support is available in French from our Montreal office from 9am to 5pm ET.

French Technical Support Hot Line:	514 499 9669
French Technical Support Email	support-qc@t4timesaver.com

Confidentiality Statement

Under certain support circumstances, the T4 TimeSaver technical support staff may request that you make your database(s) available to them during the resolution of your technical support issue. Rest assured that under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered in the use of T4 TimeSaver. Data will neither be disseminated to third parties nor will it be used in any manner not immediately related to the resolution of these technical problems.

Please be advised that our technical support staff may not be able to resolve your problem if they are not able to work with a copy of your data.

1.4 Requesting System Enhancements

We value your suggestions at ELM Computer Systems Inc. and will attempt, as much as possible, to incorporate them into future versions of T4 TimeSaver.

Many of the features now available in T4 TimeSaver are the result of suggestions made by our clients. If there is a form or feature you would like to see added to T4 TimeSaver please call or [send us an email](#) to tell us about it. Although we will give each suggestion our careful consideration we cannot promise that every suggestion will be incorporated into a future release of T4 TimeSaver.

To all of you who have provided suggestions over the years: Thank you for your help in making T4 TimeSaver the finest information slip preparation software available in Canada!

1.5 License Agreement

T4 TimeSaver ("program") is owned by ELM Computer Systems Inc. ELM Computer Systems grants you, the registered user, a nonexclusive, nontransferable license to use the program. You are expressly prohibited from distributing the program with its authorization code to any third party, regardless of whether such distribution is for profit. All rights, title and interest in and to the program, and all documentation, code and logic which describes and/or comprises the program are vested in ELM Computer Systems. Your right to use the program is conditional upon and limited by the terms and conditions of this license. You may not: (a) modify, adapt, translate, reverse engineer, decompile, disassemble, or create derivative works based on the program; or (b) loan, rent, lease or sublicense the program or any copy, without the prior written consent of ELM. Any violation of these provisions will constitute an automatic revocation of your license to use the program and will subject you to substantial liability under the applicable legislation of the jurisdiction in which the program is being used. All other trademarks are the property of their respective owners.

You are permitted to use the program on all computers at or associated with a single location (i.e. a single street address) with no restriction on the number of users; T4 TimeSaver Plus or T4 TimeSaver Enterprise are necessary to give multiple users concurrent database access. Use of the program at affiliates, branch offices or other locations (i.e. a different street address) is prohibited unless a separate license has been purchased for each location.

1.6 Warranty Information

We warrant to you for ninety (90) days from the date you received the software package that the package contains an accurate reproduction of the program, and the copy of the User Manual is accurately reproduced. The program itself is excluded from our warranty. To obtain replacement of these materials, you must (i) return the inaccurate package or copy of the User Manual to us within the warranty period, or (ii) first notify us in writing within the warranty period that you have found an inaccuracy and then return the materials to us. This limited warranty only covers the original user of the software package, and we make no other warranties expressed or implied. ANY AND ALL WARRANTIES RELATING HERETO ARE LIMITED IN DURATION TO THIS NINETY-DAY WARRANTY PERIOD. REPLACEMENT OF THE DISK CONTAINING THE PROGRAM OR USER MANUAL IS YOUR EXCLUSIVE REMEDY AND SOLE MEASURE OF RECOVERABLE DAMAGES.

Disclaimer

The Package (The program and the User Manual) is licensed "as is", without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, without limitation; all warranties against infringement or the like respecting the package are hereby disclaimed by us. We do not warrant that any functions contained in this package will meet your requirements or that your use of the package will be uninterrupted or error-free.

We shall have no liability to you or any third party regarding the package, the User Manual or otherwise in warranty, contract, tort, or otherwise. In no event will we be liable for any direct, incidental, special, indirect, general, or consequential damage or loss of any nature (such as damage to property, damages resulting from delay, claims of third parties, loss of profits, or injury to person) which may arise in connection with the use of or inability to use this package. This clause shall survive failure of an exclusive remedy. We specifically disclaim liability for any and all forms generated by the Package for submission to CRA or Revenu Québec. It is the users' responsibility to ensure that the proper forms are used and, with respect to the Relevé slips, that the serial numbers on the forms are unique and within the range assigned to the user by ELM Computer Systems, Inc.

Part II



2 Getting Started

2.1 T4 TimeSaver Start to Finish

Here is a quick list of the steps to follow to get you started in using T4 TimeSaver to prepare your return:

1. Buy T4 TimeSaver by either:
 - ordering at our online store: <https://www.elmcomputers.com/store/store.aspx>
 - faxing the [order form](#) to us at 416 495 0044,
 - or by contacting [ELM Computer Systems Inc.](#)
2. Follow the [installation instructions](#) to install T4 TimeSaver
3. [Create a database](#) if no 2009 database will be rolled forward to the 2010 T4 TimeSaver. (Once you create a database you must [create a company](#) before you can begin to [enter slip information](#); summaries will be calculated as slips are entered.)
4. Enter data into the database by either:
 - [rolling data forward](#) from the 2009 T4 TimeSaver,
 - [importing](#) data from a CSV, XLS or XML file,
 - or [entering the data](#) manually.
5. Print an [Edit List](#) to check data for errors and correct as necessary.
6. Run the [Adjustment Report](#), if desired, to calculate CPP/QPP/PPIP & EI for T4 and RL-1 slips.
7. [Prepare the XML](#) file (required for submissions of 50 slips or more).
8. Prepare any necessary [paper slips](#) and [paper summaries](#) (for the recipients, submissions of fewer than 50 slips and/or records keeping).

2.2 Installation

T4 TimeSaver may be installed on any disk drive accessible to your computer. The two installation options, Single User and Network Administrator, are described below. If you used T4 TimeSaver in 2009, you may install the program without affecting last year's database(s), nor will reinstalling the current program affect the current year's database(s). Despite this we strongly recommend that you ensure you have a reliable backup of your data prior to installing any new T4 TimeSaver releases and/or updates.

For fastest program response and most secure retention of data it is recommended that data files be stored on either a local or network disk drive. Data files can also be stored on many USB flash drives provided sufficient space is available. For clients with older computers, storing a database on floppy disks is out of the question; erratic program behaviour and data loss will occur if you attempt to store a database on a floppy disk.

Before beginning either installation option note that:

1. The logon account used for the installation must have local administrator privileges on the computer where the installation will take place.
2. The logon account must have read/write access to all network resource involved in the installation.
3. All T4 TimeSaver users must have read/write access to network folders containing T4 TimeSaver databases.
4. In a Network Administrator installation all T4 TimeSaver users must have read/write access to the T4 TimeSaver installation folder.

Install T4 TimeSaver from CD

To install T4 TimeSaver from the CD follow these steps:

1. Copy the original CD media and store the original in a safe place.
2. Close all open applications to avoid possible conflicts with the installation program.
3. Insert the copied installation CD in an appropriate drive.
4. The installation program should start automatically, please follow the steps below if it does not:

- a. Click on the Windows **Start** button, usually in the lower left corner of your display.
- b. Start the Windows **Run** dialogue by one of the following methods:
 - i. In Windows XP - select **Run** from the **Start Menu**.
 - ii. In Windows Vista - type **Run** in the Search box.
 - iii. In any version of Windows - hold down the Windows key (left of the space bar, with the Windows flag logo) at the same time as the letter "R".
- c. Type **drive:t4netsetup** (where "drive" designates the drive containing the installation CD) in the Run dialogue.
- d. Click **OK** to begin installing T4 TimeSaver.

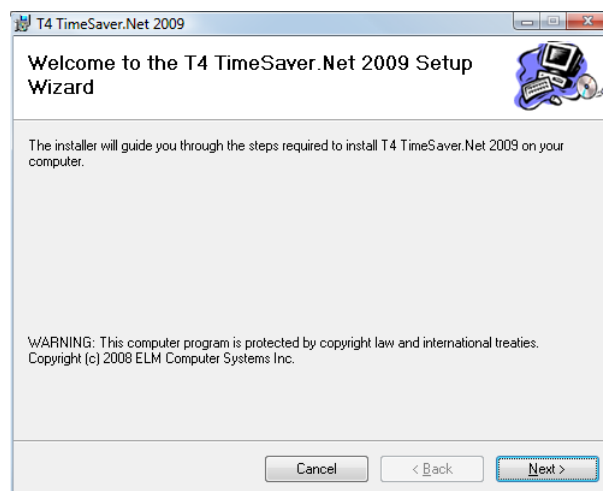
Install T4 TimeSaver from Internet

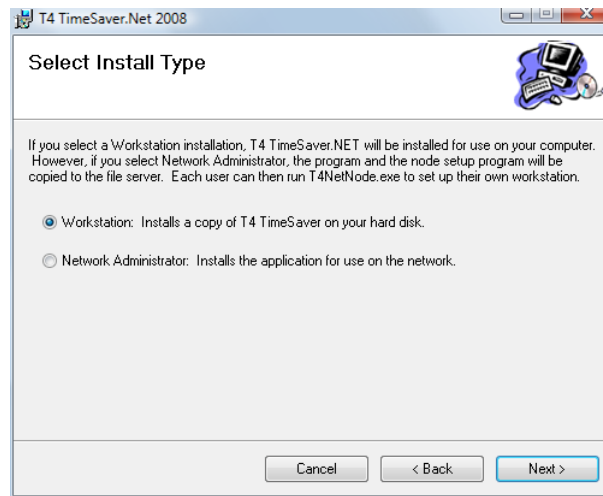
To install T4 TimeSaver from the Internet follow these steps:

1. Download the installation package from our website: [T4 TimeSaver Downloads](#); if your Internet browser give you the choice to save or run the installation package, save it to a location you can remember for the next step.
2. Close all open applications to avoid possible conflicts with the installation program. If you close any security applications prior to installation, please remember to restart them once T4 TimeSaver has been installed.
3. Start the Windows **Run** dialogue:
 - a. Click on the Windows **Start** button, usually in the lower left corner of your display.
 - b. Start the Windows **Run** dialogue by one of the following:
 - i. Select **Run** from the Start Menu.
 - ii. Hold down the Windows key (left of the space bar, with the Windows flag logo) at the same time as the letter "R".
 - c. Type **location\t4netsetup** (where "location" designates the folder where you saved the downloaded installation package) in the Run dialogue.
 - d. Click **OK** to begin installing T4 TimeSaver.

Continuing the installation

When the setup program begins, follow the directions as they appear on your display. Unless you have special installation requirements or are installing to a network location you can generally accept the default settings.





You will be given the option to install T4 TimeSaver in one of two ways: As either a Workstation or Network Administrator installation.

Workstation Installation

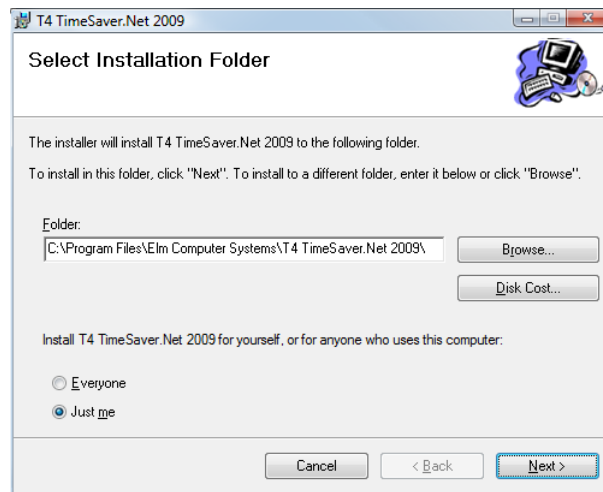
Select **Workstation** from the **Select Install Type** window if you will install T4 TimeSaver individually on each workstation. This will install the program on any local hard drive or network drive available to the workstation and place all support files and resources required by the program on the workstation's hard drive. This is the best option to choose if you do not have a network or will be using T4 TimeSaver on a small number of workstations.

Network Administrator Installation

Select **Network Administrator** from the **Select Install Type** window if you will install T4 TimeSaver on a network drive for subsequent distribution to each workstation. At each workstation, you will be required to run T4NETNODE.EXE from the installation folder on the network to copy the files needed to run T4 TimeSaver onto the workstation. This is the best option to choose if many people will be using T4 TimeSaver on computers connected by a network.

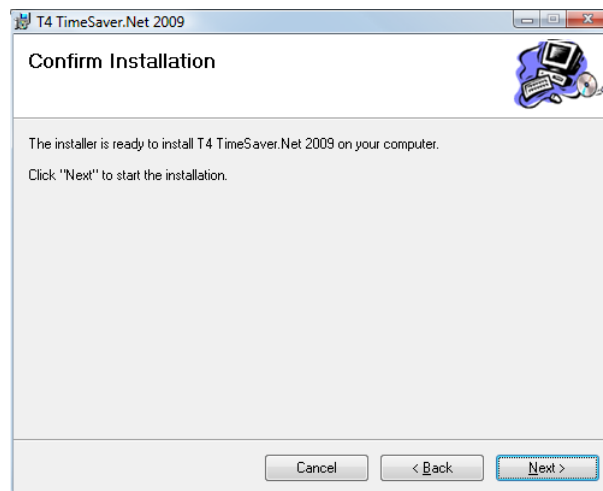
Important Note for Network Administrator Installation - To prevent User Account Control (UAC), a security feature of Windows Vista and Windows 7, from preventing the T4NETNODE.EXE installation you must follow these steps:

1. Right-click on **T4NETNODE.EXE** (do not double-left-click).
2. From the menu, choose the option to "Run as administrator."
2. Click on "Yes" if a UAC prompt is displayed.
3. **T4NETNODE** installation will begin.



Select Installation Folder

Enter the destination folder in the **Folder** field; this is the folder that the T4 TimeSaver executable will be installed, it should be located on a hard drive that is always available to the workstation. It is recommended that you not install T4 TimeSaver to a removable storage device.



Click **Next** to proceed with the installation of T4 TimeSaver

NOTES:

1 - Workstation Installation - A Workstation installation will still permit the workstation to access data files stored on a network but necessitates that updates be installed individually on each workstation where a Workstation installation has been performed.

2 - Network Administrator Installation - After completing the Network Administrator installation, it will be necessary to go to each workstation where T4 TimeSaver will be used and run the program **T4NETNODE.EXE** from the Network Administrator installation folder. This can be done manually, using Active Directory or through any of a variety of scripting tools. Once T4NETNODE.EXE has completed, the T4 TimeSaver icon will appear on the desktop; double clicking this icon will complete the installation process and start T4 TimeSaver. (If the workstation is subsequently disconnected from the network, T4 TimeSaver will still operate but will not be able access the [User Profile](#) and any data files located on the network.) The advantage of a Network Administrator installation is that, in most cases, program updates will only need to be installed on the server to have all updates propagate to the workstation(s).

Refer to [Important Note for Network Administrator Installation](#) ²² for successful installation of T4NETNODE.EXE.

3 - Terminal Servers - Using T4 TimeSaver in a Terminal Server environment requires that a **Workstation Installation** of T4 TimeSaver be performed from the console of your Terminal Server using the appropriate Terminal Server application installation protocols. On most Windows servers Terminal Server applications are installed using "Add or Remove Programs" from the Control Panel.

4 - Databases - Whether have computers on a Workstation Installation, a Network Administrator Installation or both; any T4 TimeSaver databases created by one installation can be opened by the other. The only caveat to this is that all T4 TimeSaver installations accessing a given database must be at the same revision level; you can see the revision of any T4 TimeSaver installation by selecting **About** from the **Help** menu.

2.2.1 Installing Program Updates

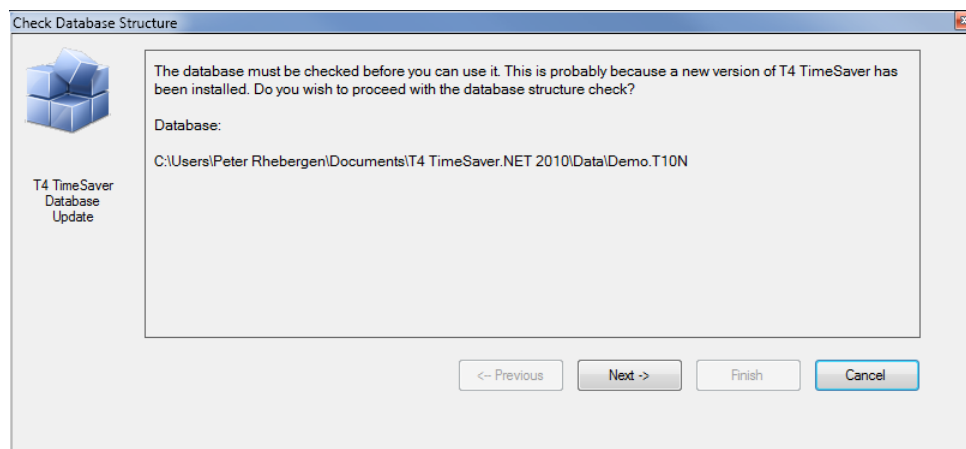
From time to time, as a result of user requests, program updates or bug fixes, an updated version T4 TimeSaver may be released. Your software license entitles you to download and install these updates at no additional cost, whenever these updates become available. (Refer to the section [Receiving Updates](#) ²⁵ for details on how to obtain updates to T4 TimeSaver.)

Whether or not you have already installed T4 TimeSaver the update you receive will contain the full installation package. You can install the update in the same way you first installed T4 TimeSaver, your data will not be overwritten and all user settings will be retained. (**NOTE: We strongly recommend that you confirm that a reliable data backup exists and ensure all users have exited the system prior to installing any updates. Failure to do so will almost certainly result in data corruption or loss.**)

If your existing installation is a Network Administrator Install you should only have to install the update on the server as a Network Administrator installation and all T4NETNODE installations will be automatically updated the next time they are started. In cases where significant program changes have been made it will be necessary to run T4NETNODE on all workstations; you will be informed if this is required.

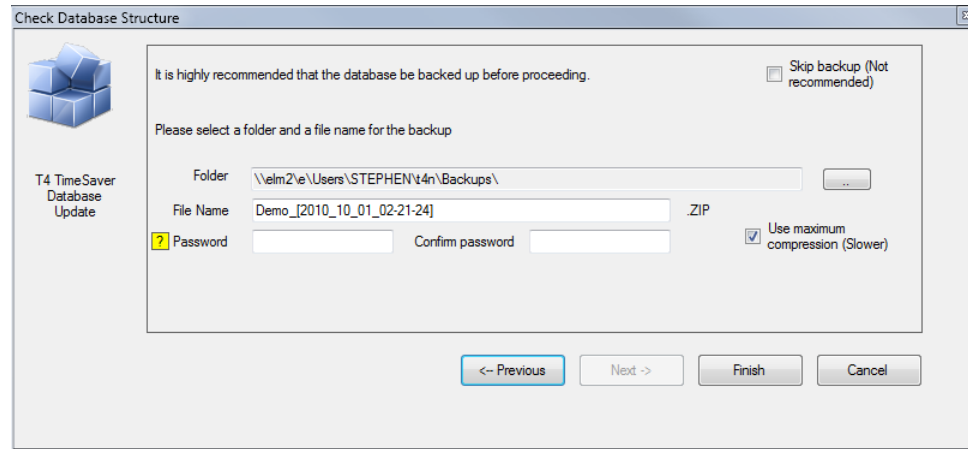
To confirm that the update has installed correctly, click on the **Help** menu and select **About**. A dialogue will be displayed showing the current version and its release date, among other information. The version information displayed should indicate the most recent installation.

After the update is completed you may be notified that the current database must be updated before it can be used.



After the update is completed you may be notified that because of changes to T4 TimeSaver the current database must be updated before it can be used. Ensure that no other users have this database open

before proceeding. Once you click "Next" you will be encouraged to make a backup of your database before continuing. Although optional, a backup is recommended. Backups can be secured by a password; if so, make note of the password as we cannot recover a lost password.



2.2.1.1 Receiving Updates

If you provided a valid email address with your order, you will receive email notifications whenever a significant update to T4 TimeSaver is released. Updates will be sent by Canada Post to all clients purchasing the Update Mailout Service (option 4 on the order form). If you did not purchase the Update Mailout Service, you can download the updates from our website ([T4 TimeSaver](#)) at no cost. Because of its size, downloading an update is not recommended for those with dial-up Internet connections.

The [Downloads](#) section of the [T4 TimeSaver](#) website will give details about all updates to the current release of T4 TimeSaver as well as final releases for all versions of T4 TimeSaver from 1997 onward. Versions of T4 TimeSaver prior to 1997 are no longer available.

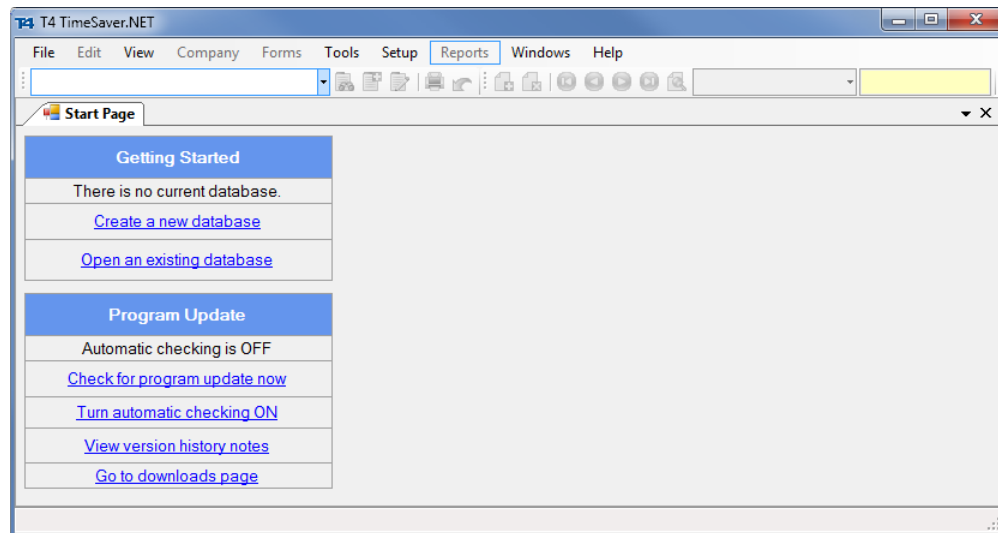
2.3 Starting the Program

A T4 TimeSaver icon, like the one below, will be automatically created on your desktop. Additionally, a program group named T4 TimeSaver will be added to the **Start** menu, and will contain entries for the T4 TimeSaver 2010 program and its documentation.



T4 TimeSaver 2010

Double clicking on the T4 TimeSaver icon will start the T4 TimeSaver program. The Start Page will be displayed when T4 TimeSaver begins. The Start Page provides immediate access to some basic functionality of T4 TimeSaver. Specifically, you will be able to create/open a database, check for program updates, view basic version information and visit the T4 TimeSaver website (www.t4timesaver.com).



A notice that "There is no current database" indicates that no database is currently in use by T4 TimeSaver. You can, at this point, elect to create a new database (if you are a first time T4 TimeSaver user or you want to enter your data fresh) or convert a database from the 2009 T4 TimeSaver (if you are rolling data forward from the 2009 T4 TimeSaver to the 2010 T4 TimeSaver. See [Creating a Database](#) ^[47] or [Converting Databases](#) ^[122] for more information.

2.4 Registration

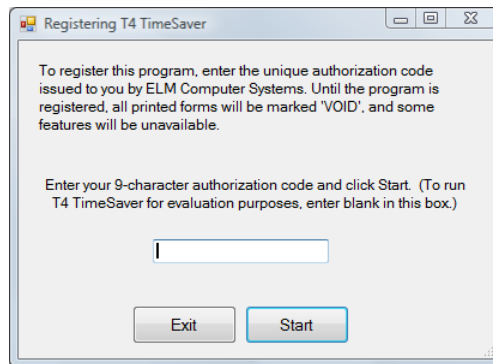
The first time you start T4 TimeSaver, you will see the registration screen. Your copy of T4 TimeSaver must be registered before full functionality of the program is activated. Until the authorization code has been entered, T4 TimeSaver will operate as a demo. All data entered into T4 TimeSaver while it is a demo will be retained upon authorization.

Enter the unique authorization code issued to you by ELM Computer Systems to register this copy of the program. You will receive your authorization code by one of the following means:

1. The authorization code will be displayed in your Internet browser after successful completion of your order at our [Online Store](#).
2. The authorization code will be emailed for orders emailed, faxed or telephoned to us that do not require shipping
3. The authorization code will be included in the product packaging when shipment has been requested

In all cases, please store your authorization code in a safe location as it applies to the 2010 T4 TimeSaver and all of its updates.

Once you have entered your authorization code you can then click on the **OK** button on the registration screen to begin using T4 TimeSaver.



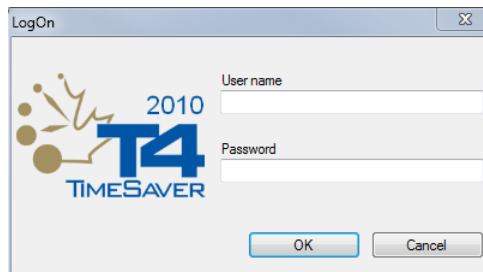
You may enter data into T4 TimeSaver without registering the program by clicking on the **OK** button without entering an authorization code. You will not be able to produce a return, import data or perform other advanced options until an authorization code has been entered. The registration screen will be displayed each time you start the program until registration has been completed.

T4 TimeSaver is copyright (c) 1987-2010 by ELM Computer Systems Inc. Please refer to the [License Agreement](#)^[18] for full details of the agreement between ELM Computer Systems Inc. and the purchaser/users of the package.

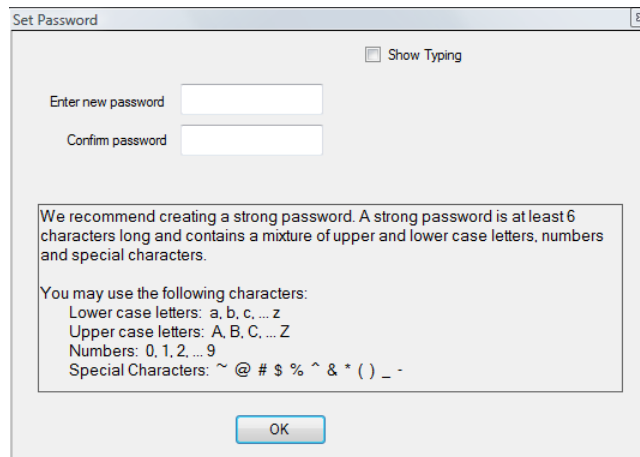
2.5 User Names and Passwords

T4 TimeSaver Plus & Enterprise Only

If you purchased either the T4 TimeSaver Plus or T4 TimeSaver Enterprise version license, you will be prompted for a user name and password each time you start the software. You can enter any name you wish to use for a username, it is not necessarily your computer or network user name. Under most circumstances, there a unique user name should be assigned to each person or workstation using T4 TimeSaver.



The first time you enter a new user name, you will be prompted to create the account, enter a password for the user and to confirm that this is a new user. You can change the password later by selecting the [Change Your Password](#)^[134] option from the [Setup](#)^[35] menu. You are not required to create a password but it is recommended that you do so in environments where greater data privacy is required. Please keep track of your password as it is cumbersome to recover if it is misplaced.

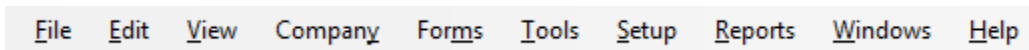


Each user name is associated with a corresponding user profile which contains the settings (current database, screen layout, print destination & etc.), associated with the user. Each user can establish their own preferences and default values by selecting [User Settings](#)^[130] from the [Setup](#)^[35] menu.

Upon installation, T4 TimeSaver Plus and Enterprise will create the ADMIN user account. The ADMIN user account has access to high level maintenance and administrative functions, we recommend you configure a password for this account to prevent unauthorized use of this account. We may not be able to recover a lost password for you, please store the ADMIN password in a secure location.

2.6 Main Menu

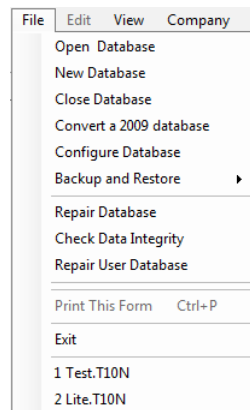
The title bar of the main window contains the name of the program and the name of the current database. Beneath it is the main menu. Each menu item can be accessed by clicking its name or by holding down the ALT key at the same time you depress the underlined letter of the desired menu item. Each menu has a submenu of functions relating to the menu name. Any menu or submenu item that is greyed out is not currently available.



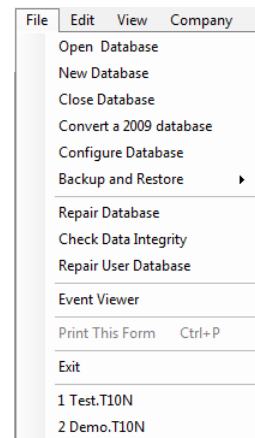
Any menu or submenu item that is greyed out is not currently available. Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.6.1 File Menu

File Menu



File Menu (Lite, Basic & Plus)



File Menu (Enterprise)

Open Database - Opens an existing 2009 or 2010 T4 TimeSaver database (if you are opening a 2009 T4 TimeSaver database the [Convert Databases](#) ¹²² dialogue will be displayed)

New Database - Creates a new T4 TimeSaver database

Close Database - Closes the currently open database.

Convert a 2009 Database - Opens the database conversion tool to convert a 2009 database.

Configure Database - Opens the [Configure Database](#) ⁴⁹ dialogue and allows the user to (de)select the returns to be included in the current database, deselecting unused returns can speed up various file operations.

Backup and Restore - Opens a sub-menu by which a database may be either backed up or restored.

Repair Database - Checks currently open database and repairs any damage.

Check Database Integrity - Checks integrity of currently open database.

Repair User Database - Checks database storing user information (user name, session status & etc.) and repairs any damage.

Event Viewer (Enterprise) - Allows the system administrator to view data events of the system.

Print This Form / CTRL + P - Sends currently open form to the default printer.

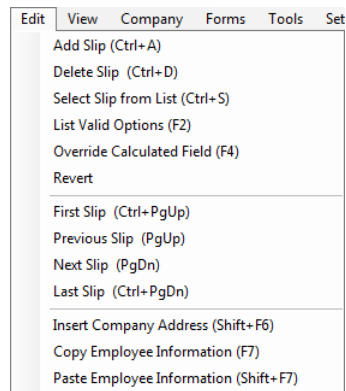
Exit - Closes all open forms and dialogues and exit T4 TimeSaver.

Once T4 TimeSaver has been used to access one or more databases, a list of recently used databases will appear below the **Exit** menu item.

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.6.2 Edit Menu

Edit Menu



Add Slip / CTRL + A - Adds one slip of the current type to the current return.

Delete Slip / CTRL + D - Deletes the currently open slip.

Select Slip from List / CTRL + S - Displays a list of all slips of the current type from which one may be selected for display.

List Valid Options / F2 - Lists valid inputs for fields flagged with the  icon.

Override Calculated Field / F4 - Allows entering custom data into a calculated field.

Revert - Removes changes made to slip after most recent save.

First Slip / CTRL + PgUp - Displays first slip in current sort order.

Previous Slip / PgUp - Displays previous slip in current sort order.

Next Slip / PgDn - Displays next slip in current sort order.

Last Slip / CTRL + PgDn - Displays last slip in current sort order.

Insert Company Address / Shift + F6 - Pastes the address of the current company into the displayed information slip.

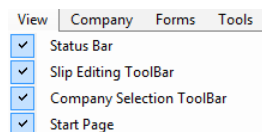
Copy Employee Information / F7 - Copies employee name and address data from the displayed information slip.

Paste Employee Information / Shift + F7 - Pastes employee name and address data into the displayed information slip.

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

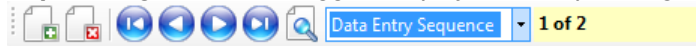
2.6.3 View Menu

View Menu

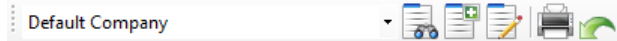


Status Bar - Toggles display of the status bar at the bottom of the T4 TimeSaver window.

Slip Editing ToolBar - Toggles display of the slip editing Toolbar.



Company Selection ToolBar - Toggles display of the company selection toolbar.

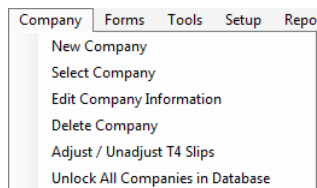


Start Page - Toggles display of the [Start Page](#) ^[25].

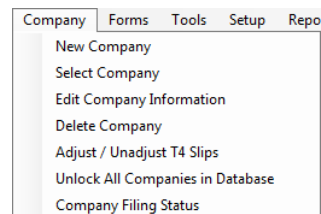
Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.6.4 Company Menu

Company Menu



Company Menu (Lite, Basic & Plus)



Company Menu (Enterprise)

New Company - Used to create a new company

Select Company - Selects from a list of existing companies

Edit Company Information - Used to change general [Company Information](#) ^[54], [Adjustment Options](#) ^[55], [Adjustment Options](#) and [Net Pay](#) ^[59] calculation settings

Delete Company - Deletes the current company, after confirmation

Adjust/Unadjust T4 Slips - [Adjust/Unadjust](#) ^[61] T4 slips for current company, or any combination of companies

Unlock All Companies in Database - Closes all companies locked open either by improper program termination or by not exiting T4 TimeSaver

Company Filing Status (Enterprise) - Opens the [Filing Status](#) ^[97] window in which the filing status of information returns for any company can be reported

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.6.5 Forms Menu

Forms Menu

Forms	Tools	Setup	Report
T4			
T4A			
T5			
RL-1			
RL-3			
More...			

Forms Menu (Lite)

Forms	Tools	Setup	Report
NR4			
T4			
T4A			
T4A-NR			
T4A(P)			
T4A-RCA			
T4PS			
T4RIF			
T4RSP			
T5			
T1204			
T2200			
T2202A			
T5007			
T5018			
RL-1			
RL-2			
RL-3			
RL-8			
RL-17			
RL-25			
More...			

Forms Menu (Basic)

Forms	Tools	Setup	Report
NR4			
T4			
T4A			
T4A-NR			
T4A(P)			
T4A-RCA			
T4PS			
T4RIF			
T4RSP			
T5			
T1204			
T2200			
T2202A			
T5007			
T5018			
RL-1			
RL-2			
RL-3			
RL-8			
RL-17			
RL-25			
Partnership - Federal			
Partnership - Quebec			
More...			

Forms Menu (Plus)

Forms	Tools	Setup	Report
NR4			
T3 Information Return			
T4			
T4A			
T4A-NR			
T4A(P)			
T4A-RCA			
T4PS			
T4RIF			
T4RSP			
T5			
T1204			
T2200			
T2202A			
T5007			
T5018			
RL-1			
RL-2			
RL-3			
RL-8			
RL-17			
RL-25			
Partnership - Federal			
Partnership - Quebec			
More...			

Forms Menu (Enterprise)

The Forms Menu is used to access the various data entry screens for each slip. Forms that are not available in your T4 TimeSaver version will not appear in the Forms Menu. Clicking on a form will display all data entry screens for that form.

More - Select this item to display the [Configure Database](#) ⁴⁹ dialogue which will enable you to enable & disable forms within the current database.

T4 TimeSaver can be used to prepare returns for the following information slips:

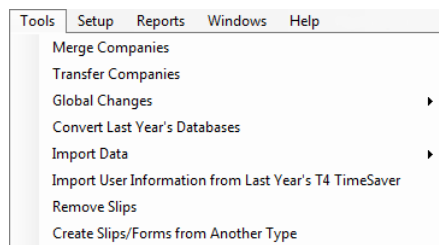
- **Canada Revenue Agency:** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200 & T2202A
- **Revenu Québec:** RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

The forms available are dependant on which version of T4 TimeSaver has been installed:

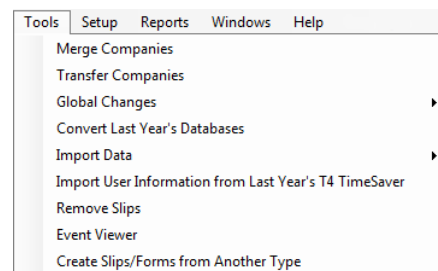
- **T4 TimeSaver Lite:** T4, T4A, T5, RL-1 & RL-3
- **T4 TimeSaver Basic:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-17 & RL-25
- **T4 TimeSaver Plus:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-17 & RL-25
- **T4 TimeSaver Enterprise:** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

2.6.6 Tools Menu

Tools Menu



Tools Menu (Lite, Basic & Plus)



Tools Menu (Enterprise)

Merge Companies - Opens the [Merge Companies](#)^[114] dialogue

Transfer Companies - Opens the [Transfer Companies](#)^[114] dialogue

Global Changes - Make global changes to [Adjustment Options](#)^[55], [Contact Information](#)^[116], [Contact Information](#) and [Slip Information](#)^[116]

Convert Databases - Used to [Convert databases](#)^[48] from 2009 T4 TimeSaver data into 2010 T4 TimeSaver format

Import Data - Allows you to import data into T4 TimeSaver from Excel and XML format files, you can also use the Open Excel Templates from this menu to access the Excel Templates to help you properly format an import file

Import User Information from Last Year's T4 TimeSaver - Imports user setup information from 2009 T4 TimeSaver into 2010 T4 TimeSaver installation

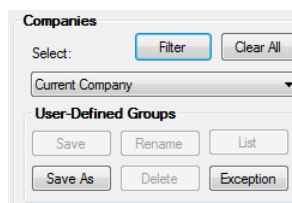
Remove Slips - [Removes slips](#)^[123] of any or all types from any or all companies

Event Viewer (Enterprise) - Opens the [Event Viewer](#)^[123] window in which significant events occurring during use of T4 TimeSaver can be reported

Create Slips from Another Type (under development) - Use [Create Slips from Another Type](#)^[124] to create slips of one type from already existing slips of another type

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

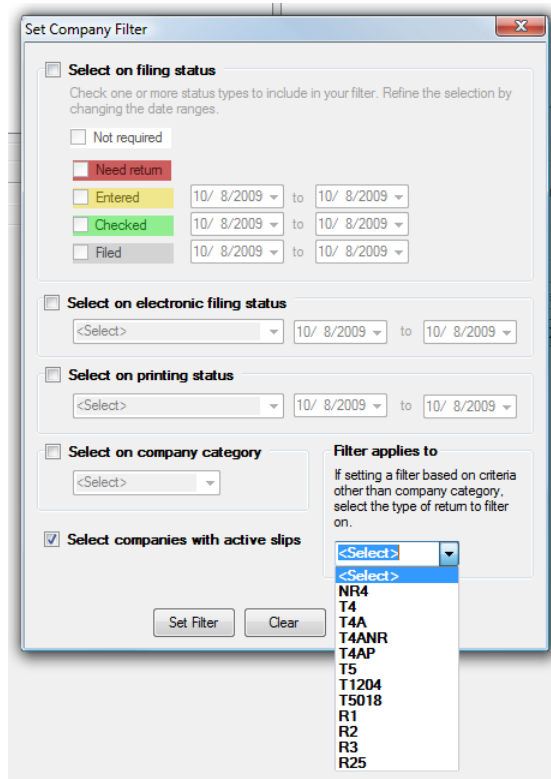
2.6.6.1 Common Features



Data Selection Panel

Some tools, such as the **Transfer Companies**, **Remove Slips** and **Event Viewer** tools share a common data selection panel. This panel enables the user to specify a range of data that will be acted upon by the tool in question.

Filter



The Filter button displays the "Set Company Filter" window which is used to filter the companies that the tool will act upon to those of greatest interest to the user. The Filter button will also appear in the Filing Status window. Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
 - o Not Required - No return is required
 - o Need Return - A return is required
 - o Entered - A return has been entered into T4 TimeSaver
 - o Checked - Data entered has been checked
 - o Filed - The return has been filed with the CRA and/or the Revenu Québec
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
 - o Processed - The return has been processed for electronic filing
 - o Not Processed - The return has not been processed for electronic filing
- Select on printing status - - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
 - o Slips and Summaries Printed - Slips and Summaries have been printed
 - o Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

Clear All

Clears all flags set through the **Filter** button.

Select

Used to choose between

- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action
- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

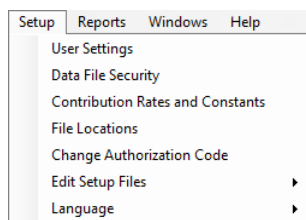
User Defined Groups

Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future activity. The buttons in this section have the following function:

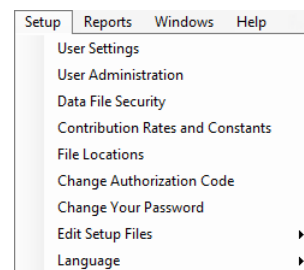
- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

2.6.7 Setup Menu

Setup Menu



Setup Menu (Lite & Basic)



Setup Menu (Plus & Enterprise)

User Settings - Configures per-user settings for [New Company Defaults](#)^[126], [T4 Adjustment Defaults](#)^[126], [Data Entry](#)^[127], [Electronic Filing](#)^[100] and other [Options](#)^[130]

User Administration (Plus & Enterprise) - Opens [User Administration](#)^[130] dialogue to create, modify or delete user accounts; manage database access restrictions; and create a default user template

Contribution Rates and Constants - Edit [Contribution Rates and Constants](#)^[132] used in CPP, QPP, PPIP & EI calculations & adjustments

File Locations - Displays the [folders](#)^[133] used by T4 TimeSaver for data, output & settings

Change Authorization Code - Used to enter a new or replacement [Authorization Code](#)^[134]

Change Your Password (Plus & Enterprise) - Changes the current user's [password](#)^[134]

Edit Setup Files - To be used with T4 TimeSaver technical support to directly edit [System Settings](#)^[135], [Paths](#)^[135] and [User Settings](#)^[135]

Language - Used to select either English or French as the language of choice

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.6.8 Reports Menu

Reports Menu

Reports	Windows	Help	Developer	Reports	Windows	Help	Developer	Reports	Windows	Help	Developer	Reports	Windows	Help	Developer
T4				NR4				NR4				NR4			
T4A				T4				T4				T3 Information Return			
T5				T4A				T4A				T4			
RL-1				T4A-NR				T4A-NR				T4A			
RL-3				T4A(P)				T4A(P)				T4A-NR			
E-Filing History Report				T4A-RCA				T4A-RCA				T4A(P)			
Validate Data Before Filing - Federal				T4PS				T4PS				T4A-RCA			
Validate Data Before Filing - Quebec				T4RIF				T4RIF				T4PS			
Company Summary				T4RSP				T4RSP				T4RIF			
Company Statistics				T5				T5				T4RSP			
More...				T1204				T1204				T5			
				T2200				T2200				T1204			
				T2202A				T2202A				T2200			
				T5007				T5007				T2202A			
				T5018				T5018				T5007			
				RL-1				RL-1				T5018			
				RL-2				RL-2				RL-1			
				RL-3				RL-3				RL-2			
				RL-8				RL-8				RL-3			
				RL-17				RL-17				RL-8			
				RL-25				RL-25				RL-17			
				E-Filing History Report				Partnership - Federal				RL-25			
				Validate Data Before Filing - Federal				Partnership - Quebec				Partnership - Federal			
				Validate Data Before Filing - Quebec				E-Filing History Report				Partnership - Quebec			
				Company Summary				Validate Data Before Filing - Federal				E-Filing History Report			
				Company Statistics				Validate Data Before Filing - Quebec				Validate Data Before Filing - Federal			
				More...				Company Summary				Validate Data Before Filing - Quebec			
								Company Statistics				E-mail Recipient Slips			
								More...				Company Summary			
												Company Filing Status			
												Company Statistics			
												More...			

Reports Menu (Lite)

Reports Menu (Basic)

Reports Menu (Plus)

Reports Menu (Enterprise)

The Reports Menu is used to prepare the various information slips for printing. Clicking on a form will display all reports available for that form.

Validate Data Before Filing - Federal - Validates entered data against the CRA schema prior to electronic filing.

Validate Data Before Filing - Quebec - Validates entered data against the Quebec schema prior to electronic filing.

Company Summary (Basic, Plus & Enterprise) - Validates data against the CRA schema prior to electronic filing.

Partnership - Federal (Plus & Enterprise) - Prepare Federal Partnership forms for printing.

Partnership - Quebec (Plus & Enterprise) - Prepare Quebec Partnership forms for printing.

E-mail Recipient Slips (Enterprise) - Email recipient copies to recipient's email address.

Company Filing Status (Enterprise) - Opens the Filing Status window by which the filing status of

information returns for any company can be reported.

More - Select this item to display the [Configure Database](#) ⁴⁹ dialogue which will enable you to enable & disable forms within the current database.

As with the [Forms Menu](#) ³¹, T4 TimeSaver can generate reports for the following information slips:

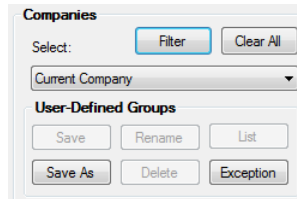
- **Canada Revenue Agency (CRA):** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200 & T2202A
- **Revenu Québec:** RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

The forms available are dependant on which version of T4 TimeSaver has been installed:

- **T4 TimeSaver Lite:** T4, T4A, T5, RL-1 & RL-3
- **T4 TimeSaver Basic:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-17 & RL-25
- **T4 TimeSaver Plus:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-17 & RL-25
- **T4 TimeSaver Enterprise:** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

Some menu items lead to options that are not available in all versions of T4 TimeSaver. These menu items may appear in the menus and if selected, will inform the user that the chosen option is available only in a higher version.

2.6.8.1 Common Features



Data Selection Panel

Most reports share a common data selection panel. This panel enables the user to specify a range of data that will be included in the selected report.

Filter

The Filter button displays the "Set Company Filter" window which is used to filter the companies included in the selected report to those of greatest interest to the user. The Filter button will also appear in the Filing Status window.

Available filters are:

- Select on filing status - Selects companies by their filing status. It is also possible to limit these selections to specific date ranges
 - o Not Required - No return is required
 - o Need Return - A return is required
 - o Entered - A return has been entered into T4 TimeSaver
 - o Checked - Data entered has been checked
 - o Filed - The return has been filed with the CRA and/or the Revenu Québec
- Select on electronic filing status - Selects companies based on whether or not an electronic return has been processed. It is also possible to limit this selection to a specific date range.
 - o Processed - The return has been processed for electronic filing
 - o Not Processed - The return has not been processed for electronic filing
- Select on printing status - - Selects companies based on whether or not slips and/or summaries have been printed. It is also possible to limit this selection to a specific date range.
 - o Slips and Summaries Printed - Slips and Summaries have been printed
 - o Slips and/or Summaries not Printed - Slips and Summaries have not been printed
- Select on company category - Selects companies based on their company category (company category is user defined and is entered on the Company Setup screen)
- Select companies with active slips - Selects companies which have at least one active (non-zero) slip of the type specified in the "Filter applies to" selection list

Clear All

Clears all flags set through the **Filter** button.

Select

Used to choose between

- All Companies - All companies will be included in the tool action
- Current Company - Only the current company will be included in the tool action

- Most Recently Used - Only the most recently used company will be included in the tool action
- Selected Companies - Only selected companies will be included in the tool action

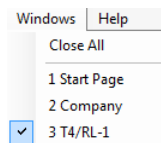
User Defined Groups

Allows the user to define a group of companies (such as all companies under the authority of a specific individual) and save that group for future reports. The buttons in this section have the following function:

- Save - Saves changes to the current group
- Rename - Renames the current group
- List - Lists all groups
- **Save As** - Creates a user defined group, prompting the user for a descriptive name
- Delete - Deletes the current group
- Exception - Lists all companies not currently belonging to any group.

2.6.9 Windows Menu

Windows Menu

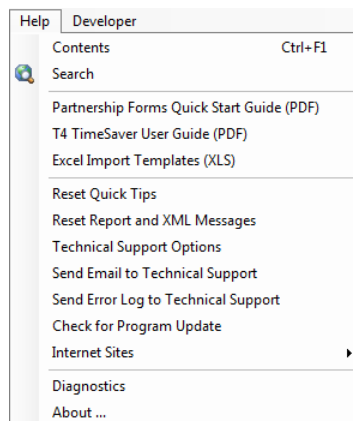


From the Windows Menu the user can see all windows currently open in T4 TimeSaver and switch between them. The currently active window will be indicated by a check mark and any window can be chosen by clicking on it.

Close All - Closes all currently open windows in T4 TimeSaver, leaving T4 TimeSaver running. Used when functions, such as database repair, ask to close all open windows.

2.6.10 Help Menu

Help Menu



Contents - Displays a list of all help topics

Search - Search the help file for specific words or phrases

Partnership Forms Quick Start Guide - Displays a brief guide to processing Partnership forms (*Plus & Enterprise*)

T4 TimeSaver User Guide - Displays an electronic copy of this document

Excel Import Templates - Opens the included templates for data import (*Plus & Enterprise*)

Reset Quick Tips - Restores pop-up help settings to the default value of displaying pop-up help where applicable

Reset Report and XML Messages - Resets all messages to their default display options, all confirmation messages will again be displayed

Technical Support Options - Displays various ways by which T4 TimeSaver [technical support](#)  may be contacted

Send Email to Technical Support - Creates a new email to send to T4 TimeSaver technical support (including: Program version, Username, Authorization Code, Program Installation Path and Current Database), you must be connected to the Internet for the email to be sent

Send Error Log to Technical Support - Sends an error log to T4 TimeSaver technical support

Check For Program Update - Checks the T4 TimeSaver website (www.t4timesaver.com) if an update has been posted and prompts for download & installation if one is found

Internet Sites - List a variety of product and tax related websites

Diagnostics - Displays the locations of data, import, output, settings and system files

About - Displays current status of T4 TimeSaver (including: Program version and release date, Authorization Code, Program Installation Path and Current Database)

2.7 Toolbar



The Toolbar appears directly below the main menu and enables quick, single click access to frequently used functions. Any item that is greyed out is not currently available.

Company Name - Displays the current company name. Use the drop down box to select from the list of companies.

Select a different company -  - Opens the list of companies. Highlight the desired one and click Select.

Add a new company -  - Opens the Add new company dialog window.

Edit company information -  - Opens the Edit company information dialog window.

Print current form -  - Opens the Print dialog window for the currently open form.

Revert -  - Restores data entry fields to their original values.

New -  - Adds a new slip of the type currently in focus.

Delete -  - Deletes the current slip. You will be asked to confirm the deletion.

- Go to first form** -  - Switches to the first slip for the company in the current sort order.
- Go to previous form** -  - Switches to the previous slip for the company in the current sort order.
- Go to next form** -  - Switches to the next slip for the company in the current sort order.
- Go to last form** -  - Switches to the last slip for the company in the current sort order.
- Find specific slip** -  - Opens the list of recipients to locate a specific slip.

Sort Order - Displays the current slip sort order. Use the drop down box to select whether slips will be sorted by Data Entry Sequence, Employee Name, Employee Number or Social Insurance Number. The available sort options will vary by return type.

Slip number - **5 of 13** - Displays the current and total number of slips.

2.8 Use of Special Keys

Many of the menu items have short-cut key strokes which can be used instead of opening up the menu and selecting the function. These are listed below:

F1	Accesses on-line help
F2	Lists the selection list for a data entry field (indicated by an  icon where applicable)
F4	Overrides calculated field
Ctrl + A	Adds a slip to the current company
Ctrl + D	Deletes the current slip from the current company data
Ctrl + P	Opens print window (with current employee selected, where applicable)
Ctrl + S	Allows you to select from the list of slips for the current company and return type
Ctrl + PgUp	Moves to the first slip for the current company
PgUp	Moves to the previous slip for the current company
PgDn	Moves to the next slip for the current company, adding a new slip if current slip is the last slip
Ctrl + PgDn	Moves to the last slip for the current company
Shift + F6	Pastes the address of the current company into the displayed information slip
F7	Copies employee name and address data from the displayed information slip
Shift + F7	Pastes copied employee name and address data into the displayed information slip

2.9 Special Icons

A variety of special icons are used throughout T4 TimeSaver to indicate additional features, information or options. These are listed below:

 - Indicates the presence of a selection list for a data entry field, press the F2 key to display

 - Indicates that further information is available for a data entry field

 - Indicates that the [Adjustment Report](#)  has adjusted the original data

 - Indicates that the full text of a truncated label is visible on mouse-over (French only)

2.10 Split Screen Options

You may view multiple forms at the same time by making use of the split screen option. Begin by opening the forms you wish to view. You may open as many as you desire. Each form will have a tab along the top.

T4 Summary Summary of Remuneration Paid Show Slips Recalculate

For year ending December 31,

Total number of T4 slips filed 88

Employment income 14

Registered pension plan (RPP) contributions 20

Pension adjustment 52

Switch between forms by clicking on the tab of the desired form. To view two forms concurrently, click on the tab on one form and drag the form towards the centre of the T4 TimeSaver window. The following image will appear:



Continue dragging the form to the part of the image that indicates the desired location of the form (top, bottom, left, right). The screen will be split in the indicated direction. The following shows the results of dragging the T4 form to the left side of the screen.

T4 Statement of Remuneration Paid

Surname / First Name / Initial

Address

City / Province

Postal code / Country

	Entered	Adjusted
Employment income 14	36,000.00	36,000.00
Employee's CPP contributions 16	2,980.00	1,782.00
Employee's QPP contributions 17	0.00	0.00

T4 Summary Summary of Remuneration Paid

For year ending December 31,

Total number of T4 slips filed 88

Employment income 14

Registered pension plan (RPP) contributions 20

Pension adjustment 52

Employees' CPP contributions 16

Employer's CPP contributions 27

Once the screen has been split, you may move forms from one side to the other, or between top and bottom sections, by clicking on the tab for the form and dragging it to the desired location. The screen may also be split further if desired.

2.11 Input Conventions

The decimal point should be used when entering cents. Where no decimal point is entered, T4 TimeSaver will assume an even dollar amount and display zero cents when the cursor is moved to the next data entry field. Pressing the [Tab] or [Enter] keys will move the cursor to the next data entry field in sequence.

New data entered into a field will overwrite existing data. You may edit existing data by using the left and right cursor control keys, as well as the [Backspace], [Delete], [Home] and [End] keys.

Even though you may not find a "Save" button on any T4 TimeSaver data entry screen, data will be saved as it is entered and the cursor moved to any other field. Once you have completed data entry on any given form you can safely close the form by clicking on the "Close" button.

2.12 Getting Help

Whenever you require help, press the [F1] key to access the on-line help screens. If context-sensitive help is available it will be displayed. Otherwise use the Contents or Search tabs to access the desired topic. Links to related topics are provided for your convenience.

You can also access the help files from the [Help](#)  menu. Selecting **Contents** or **Search** opens the Help to the Contents or Search tabs respectively. The Internet sites submenu lists a number of Internet sites that may prove helpful.

During a technical support session our staff may ask you to supply a copy of your database. To send a copy of your database select **Send E-mail to Technical Support** from the [Help](#)  menu. Your default email program will start, at which point the database can be sent as an attachment. (Use the **Diagnostics** entry of the [Help](#)  menu to find out where the database is located.) Please rest assured that data sent to ELM Computer Systems will be treated with the strictest of confidence and will not be used for any purpose not related to problem resolution.

To send ELM an error log select **Send Error Log to Technical Support** from the [Help](#) . A log containing the details of any problems encountered during the use of T4 TimeSaver will be sent to our Technical Support staff for evaluation.

As a registered user you may telephone, fax, or e-mail us with your questions about the installation and use of the T4 TimeSaver program.

English Technical Support

English technical support is available by telephone from our Toronto office Monday to Friday from 9am to 5pm ET.

English technical support is available by email from our Toronto office Monday to Friday from 9am to 8pm ET. Email will be regularly checked on Saturdays so that emergencies situations can be attended to.

English Technical Support Hot Line (GTA):	416 495 1624
Toll Free:	800 268 3211
Fax Number:	416 495 0044
Email:	support@t4timesaver.com
T4 TimeSaver Website:	www.t4timesaver.com
Related Website: AvanTax (<i>automobile taxable benefits calculator</i>)	www.avantax.ca
Corporate Website:	www.elmcomputers.com

To submit an error log to our technical support team via FTP, select **Send Error Log to Technical Support** from the **Help** menu.

French Technical Support

Technical support is available in French from our Montreal office from 9am to 5pm ET.

French Technical Support Hot Line:	514 499 9669
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Confidentiality Statement

Under certain support circumstances, the T4 TimeSaver technical support staff may request that you make your database(s) available to them during the resolution of your technical support issue. Rest assured that under no circumstances will data submitted to ELM Computer Systems by its clients be used for any purpose other than the resolution of technical problems encountered in the use of T4 TimeSaver. Data will neither be disseminated to third parties nor will it be used in any manner not immediately related to the resolution of these technical problems.

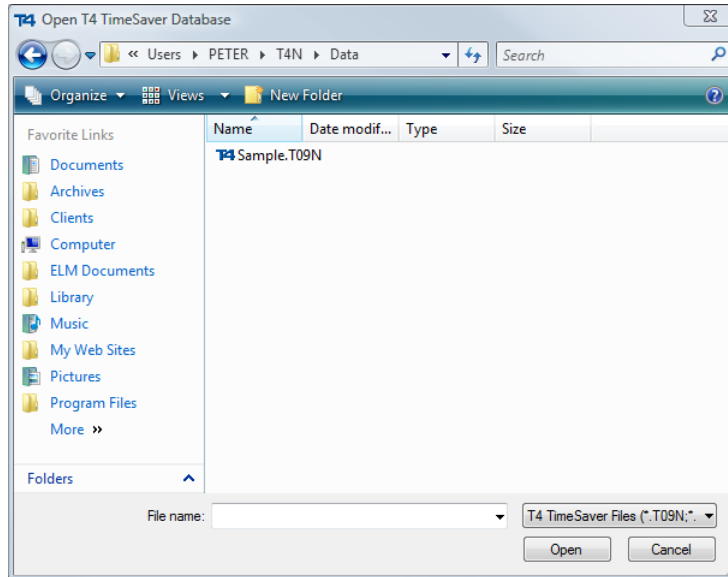
Please be advised that our technical support staff may not be able to resolve your problem if they are not able to work with a copy of your data.

Part III



3 Working with Databases

3.1 Opening a Database



Before you can work with a database, you must open it. Choose **Open Database** from the **File** menu and browse to the path and folder that contains the database. Select or type the name of the database to be opened in the *File name* field. You can open databases with the following filename extensions:

- T09N: Previous year's (2009) T4 TimeSaver database
- T10N: Current year's (2010) T4 TimeSaver database

If you attempt to open a "T09N" T4 TimeSaver database you will be asked if you wish to convert the selected database into the 2010 T4 TimeSaver database format. If you respond "Yes" a new database will be created containing all of the company and employee information in the source database. The source database will not be affected.

If no database exists you will need to create one by selecting **New database** from the **File** menu.

NOTE: If you are unable to access most items under the "Company" Menu, the most likely cause is that no database has been opened in T4 TimeSaver. You can only create a company or enter company information when a database is open. Likewise, you will only be able to enter forms once a company has been created.

Special Instructions for T4 TimeSaver Lite

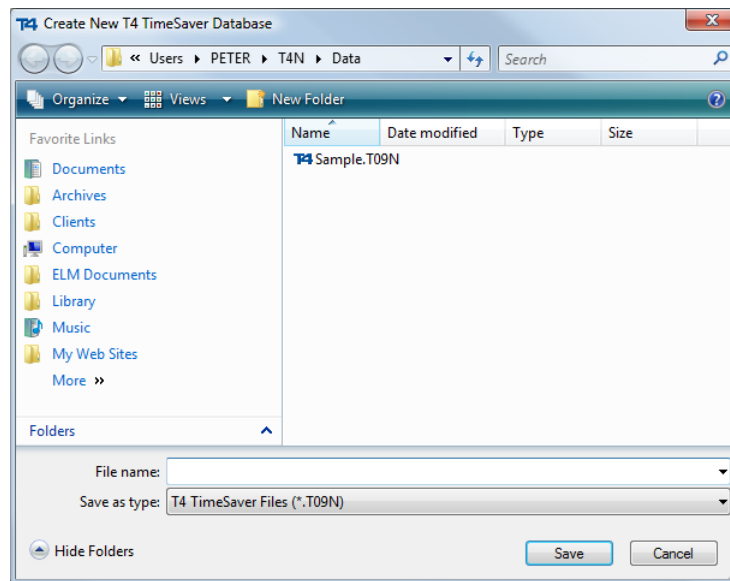
You will also use the OPEN DATABASE option to convert a 2009 T4 TimeSaver Lite database to the 2010 T4 TimeSaver Lite format. Use the OPEN DATABASE option of the FILE menu and browse to the location of your 2009 T4 TimeSaver Lite database. You will then enter the [Database Conversion](#)^[122] process.

To determine the location of your 2009 T4 TimeSaver Lite database open the 2009 T4 TimeSaver Lite program and use the FILE LOCATIONS option of the SETUP menu

3.2 Creating a Database

T4 TimeSaver Basic, Plus & Enterprise Only

A T4 TimeSaver database is a collection of the data for one or more companies in a single file on your computer. Each database can contain the data for numerous companies and you can create as many databases as you wish. (Note: The Lite version of T4 TimeSaver is restricted to a single database with a maximum of 5 companies). To create a database select **New database** from the **File** menu.



First, select the folder in which you want to store the database. You can select any local or network folder available to your computer. If a multi-user network version of T4 TimeSaver is being used, the database is normally stored on a network drive so that it can be accessed by other users.

Next, you will need to give the database a name. Enter a valid Windows filename. If you enter the extension, it must be "T10N." If no extension is entered the extension will default to "T10N".

Click **Save** to create the database and exit the *Create New Database* dialog box. The new database will be automatically opened and its name will appear in the title bar of your T4 TimeSaver window.

If you already have a database open when you choose **New database** the current database is automatically closed before the new database is created.

Once the database has been created you must [create a company](#)⁵⁴ in order to begin entering data.

3.3 Closing a Database

T4 TimeSaver Basic, Plus & Enterprise Only

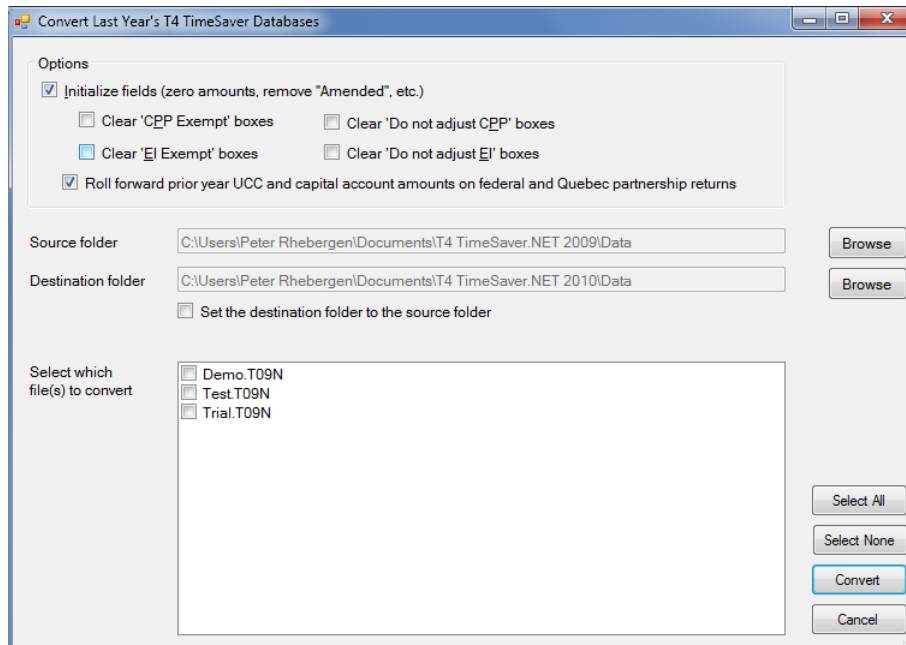
Close the current database by selecting **Close database** from the **File** menu.

The database must be closed to allow you access to the file through your operating system in order to move or backup the database.

3.4 Convert Database

T4 TimeSaver Basic, Plus & Enterprise Only

When you open a "T09N" T4 TimeSaver database you will be asked if you wish to convert the database into the 2010 format. In the Convert Database dialogue you will have the option to set all dollar values to zero and initialize CPP and EI exemption options.



Initialize fields (zero amounts, remove "Amended" etc.) - If checked will cause T4 TimeSaver to remove all dollar values during conversion.

- **Clear 'CPP Exempt' boxes** - Removes the 'CPP Exempt' flag from all slips, making them non-exempt
- **Clear 'EI Exempt' boxes** - Removes the 'EI Exempt' flag from all slips, making them non-exempt
- **Clear 'Do not adjust CPP' boxes** - Removes the 'Do not adjust CPP' flag from all slips, allowing them to be adjusted
- **Clear 'Do not adjust EI' boxes** - Removes the 'Do not adjust EI' flag from all slips, allowing them to be adjusted

Roll forward federal partnership Schedule 8 and Schedule 50 for new year (Plus and Enterprise) - Copies contents of federal partnership Schedule 8 and Schedule 50 into 2010 database

Source Folder - Location of the database to be converted, if you are unsure of its location you can either use the **Browse** button or open the 2009 T4 TimeSaver and use its **Setup - > File Locations** menu to display the database location. Once the source has been specified all 2009 databases in the source folder will be displayed in the **Select which file(s) to convert** section. Any or all databases may be selected for conversion. Data in the source database(s) will be copied into the 2010 format. No changes will be made to the original database(s).

Destination Folder - Location of the converted database. The original database will not be modified in any way, conversion simply copies the original database into the 2010 format and saves it in the specified location.

3.4.1 Special Instructions for T4 TimeSaver Lite

To convert a 2009 T4 TimeSaver Lite database to the 2010 T4 TimeSaver Lite format you will use the OPEN DATABASE option of the FILE menu and browse to the location of your 2009 T4 TimeSaver Lite database. The 2009 T4 TimeSaver Lite database will then be converted to the 2010 T4 TimeSaver Lite format and can be opened in T4 TimeSaver Lite.

To determine the location of your 2009 T4 TimeSaver Lite database open the 2009 T4 TimeSaver Lite program and use the FILE LOCATIONS option of the SETUP menu

3.5 Configure Database

You can use the Configure Database option to reduce the size of T4 TimeSaver databases by de-selecting returns you do not intend to prepare submissions for. Doing this will considerably improve the performance of various database operations within T4 TimeSaver and may also have a beneficial impact on overall program performance.

Configure Database lets you select the return types to be included in the current database. Selecting only the returns you need will speed up processing in certain parts of the program. You may return to reconfigure this database at any time.

Select Returns for Current Database

Available	Selected for Database
☒ NR4	NR4
☒ T3	T3
☒ T4	T4
☒ T4A	T4A
☒ T4ANR	T4ANR
☒ T4AP	T4AP
☒ T4ARCA	T4ARCA
☒ T4PS	T4PS
☒ T4RIF	T4RIF
☒ T4RSP	T4RSP
☒ T5	T5
☒ T1204	T1204
☒ T2200	T2200
☒ T2202A	T2202A
☒ T5007	T5007
☒ T5013	T5013
☒ T5018	T5018
☒ R1	R1
☒ R2	R2
☒ R3	R3
☒ R8	R8
☒ R15	R15
☐ R16	R17
☒ R17	R25
☒ R25	

Select by Category

CRA returns

MRQ returns

Only returns with slips entered

The following returns are automatically selected:
T4, T4A, T5, RL-1 and RL-3

☐ Skip backup (not recommended)

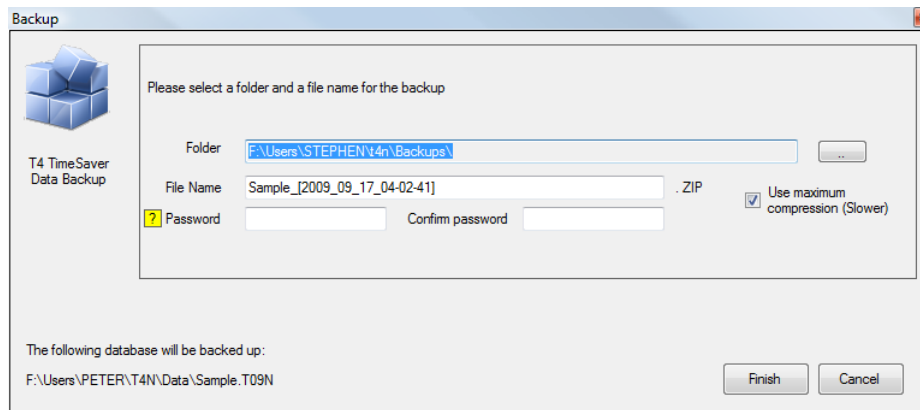
To select and/or deselect any return simply check or uncheck the appropriate box. You can also select and/or deselect return types by category for both the CRA and the Revenu Québec or select all return types for which slips have been entered.

Click the "Configure Database" button to apply your selection.

3.6 Backup and Restore a Database

The Backup and Restore function allows you to make backups of your database for archiving, security or as a precaution prior to installing T4 TimeSaver updates.

The Backup Dialogue



Folder

Enter the name of the folder where you wish to save the backup file. This folder can be on any storage media accessible to the computer running T4 TimeSaver including external and removable storage devices.

File Name

Enter the name you wish to use for the backup file. This name does not need to have any association with the name of your database or company; it is simply a name that will allow you to quickly sort through backup files and pick the appropriate file to restore (see below). We do recommend including the date in the file name so it will be easier to select a backup file from a specific point in time when performing a restore.

The combination of your selected folder and file name is displayed in the lower left corner of the backup dialogue.

Password / Confirm Password

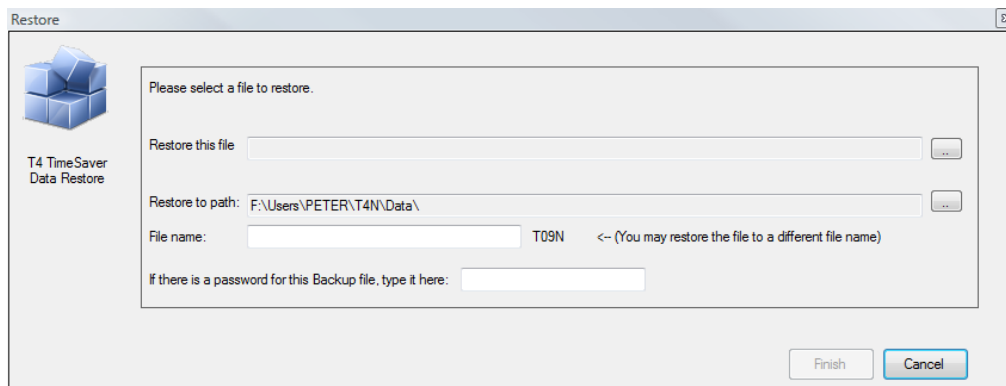
You may optionally secure the backup file by creating a password. Enter the password, if desired, in the Password field and confirm the password in the Confirm Password field. Passwords can be a combination of any letter, number or symbol; to a maximum length of 30 characters. Passwords are case sensitive **NOTE:** Record your password and store it in a secure location as the backup file will no longer be accessible if the password has been lost and it will not be possible for ELM to recover the password for you.

Use Maximum Compression

While all backup files are compressed, if this box is checked the backup file will be created with maximum compression. This will cause the backup(s) to take up less storage space. While this will slow down the backup and restore process somewhat it is useful if you need to create the smallest backup file possible.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to create your backup. If any users have the database open at their workstation the backup will not be successful.

The Restore Dialogue



Restore this file

Enter the folder and filename you used when creating the backup (see above). You can use the button at the end of the field to browse folders for backup files.

Restore to path

Enter the folder to which you will restore the backup. This can be either an existing folder containing T4 TimeSaver data or a new folder created specifically for the restore. If you are restoring data to an existing folder please be aware that any data in that folder with the same name as is contained in the backup file will be overwritten. If other users have the file open at their workstations the restore will fail.

If there is a password for the Backup...

Enter the password, if any, that was used to create the backup. Please note that passwords are case sensitive.

Once all the settings have been configured to your satisfaction you can click the "Finish" button to restore your data. Once the data has been restored you can access it through T4 TimeSaver's [Open Database](#)^[46] function.

3.7 Repair Database

The database repair routine in T4 TimeSaver performs two functions. It compacts databases to save space and it recovers from certain types of file corruption caused by power failures, software or hardware problems, and most common types of operator errors. However, certain situations such as physical damage to the data storage media (hard drive or disks), or inadvertent erasure of files cannot be rectified by database repair routine.

WARNING: IN NO CASE SHOULD YOU RELY SOLELY ON THE DATABASE REPAIR ROUTINE OF T4 TimeSaver TO PROTECT YOUR FILES FROM ACCIDENTAL ERASURE OR ANY OTHER LOSS OR CORRUPTION. YOU ARE RESPONSIBLE FOR ENSURING THAT ADEQUATE BACKUP COPIES OF ALL YOUR FILES (BOTH DATA AND PROGRAMS) ARE MADE ON A REGULAR, SYSTEMATIC BASIS.

When to repair a database

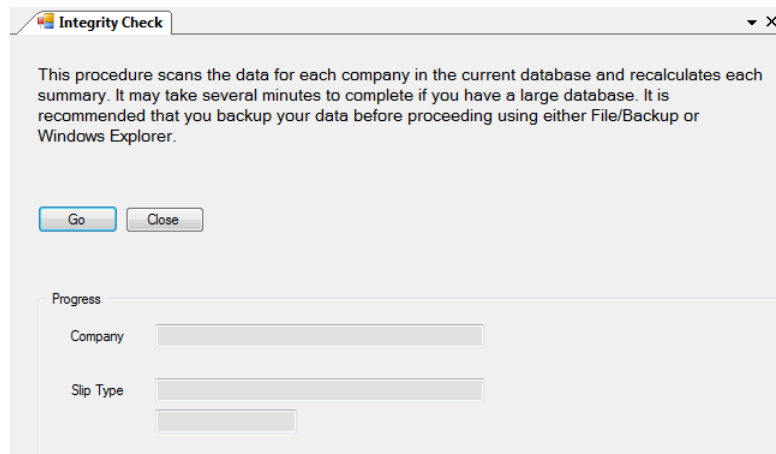
The system constantly checks the validity of its files, and if it detects any corruption it will report it. This could occur if you had turned off the computer (or re-booted) without exiting T4 TimeSaver or had a power failure. If you run out of disk space you may also experience some problems with the data. In this case, you should free up some disk space before proceeding with the database repair routine.

If you get an error message about a corrupted database, you should run the **Repair Database** option in the **File** menu to attempt to correct the damage. Before using this tool it is advisable to make a backup copy of your database. You can copy the database to removable media or to another hard drive.

Select the **Repair Database** option from the **File** menu. Choose **Yes** to select the current database or **No** to select another. If you have chosen to select a database, highlight the correct database directory and name from the list of available databases and click **Open**. You will be asked to confirm the name of database to be repaired. You will be prompted to make a backup of the database to be repaired; the backup is optional but highly recommended. You will be informed when the repair is complete. Any data that cannot be fixed will be discarded. You can then open the database again and continue as usual.

3.8 Check Data Integrity

The Check Data Integrity function will recalculate all summaries in the current database. In most cases data in [overridden](#)^[71] fields will be left unchanged. Once all summaries have been recalculated the words "Processing Complete" will be displayed beside the Close button. In databases with large amounts of data the Check Data Integrity procedure could take considerable time.



3.9 Repair User Database

All settings for a T4 TimeSaver session (T4 TimeSaver Lite and T4 TimeSaver Basic) and for any T4 TimeSaver user session (T4 TimeSaver Plus and T4 TimeSaver Enterprise) are stored in a database separate from the working database. The Repair User Database function checks the user database for damage and makes any necessary repairs.

Part IV



4 Company Information

4.1 Creating a Company

You can enter as many companies as you would like into each database. To create a new company in the current database, select **New Company** from the **Company** menu. Enter the company name and press the **OK** button. If the company name already exists in the current database, you will be asked to confirm the new company name.

Company information is entered in three sections: [General](#)⁵⁴, [Adjustment Options](#)⁵⁵, and [Net Pay](#)⁵⁹. You should enter as much of the requested company information as possible when you add a new company.

4.1.1 General

Enter the full name and address of the company. Please note that not all of the information entered here, such as the Business Number, will be printed on any recipient copies.

Other Information

Default Province of employment

T4 TimeSaver will automatically use the default value for the Default Province of Employment that you entered on the **New Company Defaults** page in the **Setup** menu. Enter a different province of employment if applicable.

Employer's EI rate

The Employer's EI Rate is automatically set to 1.4000. You may make any changes required for this particular company by simply typing in the correct information.

Company category code

The company category field is a user defined field that allows you to group the companies into

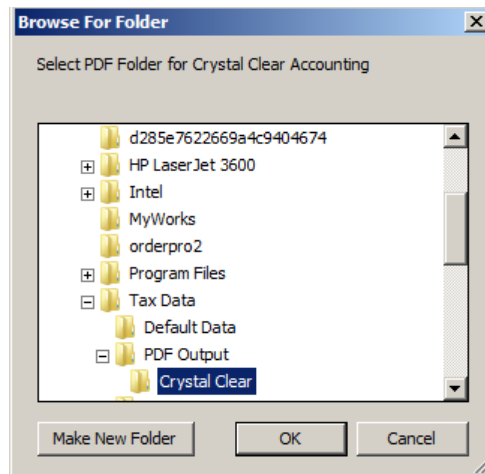
categories. Enter a different company category name for each group of companies. The category code can be used when [Producing Reports](#)^[36] to distinguish between groups of payers; whether by the partner handling the account, the type of work the payer does or any other criteria you choose.

Web Access Code

Enter the web access code supplied by CRA on the pre-printed summary supplied to the company. This data in this field is for information purposes only and is neither used by T4 TimeSaver nor forwarded to the CRA when submitting returns over the Internet.

PDF Output Folder

Set the desired location of PDF copies of printed slips and summaries for this company. You may use one location for all companies, or set up a different folder for each company. Click the **Browse** button to set the location.



Select an existing folder or use the **Make New Folder** button to create a folder for this company.

Account Information

User the fields in this section to hold the Account Number and Business Number for various return types.

Quebec

Enter the Quebec Enterprise Number (NEQ) and the Identification and File number for the company if you will be submitting any Quebec forms.

4.1.2 Adjustment Options

With T4 TimeSaver you have the flexibility of customizing your method of adjusting CPP and EI discrepancies for individual companies. When you add a new company, T4 TimeSaver will automatically insert the default values that you entered on the [T4 Adjustment Defaults](#)^[126] page in the **Setup** menu. See [Contribution Rates and Constants](#)^[132] for the 2010 CPP/QPP, EI & QPIP rates.

You may make any changes required for this particular company by simply typing in the correct information. For further information see [Adjusting T4s](#)^[74].

Adjustment Options (Lite & Basic)

If, for a specific company, you have changed the values for the Tax Centre, the Taxation Services Office code, or the Default Province of Employment, in the General section (or any of the options in the Adjustment Options section) pressing the **User Defaults** button will restore the default values that are stored in the [User Settings](#)¹³⁵. You will be asked to confirm your choice.

T4 TimeSaver Plus & Enterprise Only

T4 TimeSaver Plus and Enterprise versions use an enhanced Adjustment Options screen which adds the following adjustment options:

Lock the adjustment options for the current company

Locks the adjustment options for the current company so that then cannot be changed using the [Global Adjustment Options](#)¹¹⁵ under the Tools menu.

Disable T4/RL-1 adjustments for the current company

Disables T4 and RL-1 adjustments for the current company; CPP/QPP, EI and QPIP values will not be adjusted for the current company when the [Adjustment Report](#)⁹⁴ is run.

4.1.2.1 CPP/QPP Adjustment Options

NOTE: ONLY ONE OF OPTIONS A AND B MAY BE SELECTED

Option A - Adjust CPP/QPP if over maximum/under minimum

If this option is selected, CPP/QPP will be adjusted to fall within the range where the upper limit is calculated as the lesser of:

CPP/QPP Pensionable Earnings x 4.95%
AND
 \$2,163.15

and the lower limit is calculated as the lesser of:

(CPP/QPP Pensionable Earnings - \$3,500.00) x 4.95%;
AND
 \$2,163.15

If the CPP/QPP deducted is greater than the Upper Limit, it will be reduced to the Upper Limit. If the CPP/QPP deducted is less than the Lower Limit, it will be increased to the Lower Limit. If the CPP/QPP deducted falls within the range of the Upper and Lower Limits, no adjustments will be made to CPP/QPP.

This option ignores any potential reduction resulting from the annual CPP/QPP basic exemption (which must be prorated based on pensionable weeks as outlined below) and is designed for situations where it is not desirable/possible to enter the number of pensionable weeks on each T4 slip.

Option B - Adjust CPP/QPP based on number of pensionable weeks

If this option is selected, CPP/QPP will be calculated as:

$$(\text{CPP/QPP Pensionable Earnings} - \text{Prorated Deduction}) \times 4.95\%$$

Where the prorated deduction is calculated as:

$$(\text{the number of pensionable weeks} / \text{maximum number of pensionable weeks}) \times \$3,500.00$$

C - Maximum number of pensionable weeks

This number is the number of weeks in the employer's fiscal year and is used in the above calculation to prorate the CPP/QPP basic exemption. The default value is 52 weeks but can be changed to 53 weeks if required.

4.1.2.2 EI Adjustment Options

NOTE: OPTION D MAY BE SELECTED INDIVIDUALLY OR WITH EITHER OPTION E OR F BUT ONLY ONE OF OPTIONS E AND F MAY BE SELECTED

Option D - Adjust EI premiums if over annual maximum

If this option is selected, the EI will only be adjusted if it is greater than:

$$\text{EI Insurable Earnings} \times 1.73\% \text{ (or } 1.36\% \text{ for Québec employees)}$$

OR

$$\$747.36 \text{ (or } \$587.52 \text{ for Québec employees)}$$

Option E - Adjust EI premiums based on Insurable Earnings

If this option is selected, the EI will be calculated as:

$$\text{EI Insurable Earnings} \times 1.73\% \text{ (or } 1.36\% \text{ for Québec employees)}$$

(Gross Pay will be used if EI Insurable Earnings have not been entered)

Option F - Adjust insurable earnings based on EI premiums

This option assumes the entered amount for EI deducted is correct. When this option is selected, EI insurable earnings will be calculated as the minimum of:

$$\text{EI Deducted} / 1.73\% \text{ (or } 1.36\% \text{ for Québec employees)}$$

AND

$$\$43,200.00$$

AND

Employment income

4.1.2.3 PPIP Adjustment Options

NOTE: OPTION G MAY BE SELECTED INDIVIDUALLY OR WITH EITHER OPTION H OR I BUT ONLY ONE OF OPTIONS H AND I MAY BE SELECTED

Option G - Adjust PPIP premiums if over annual maximum

If this option is selected, the PPIP will only be adjusted if it is greater than:

\$316.25 (\$62,500.00 x 0.506%)

Option H - Adjust PPIP premiums based on Insurable Earnings

If this option is selected, the EI will be calculated as:

PPIP Insurable Earnings x 0.506%
(Gross Pay will be used If PPIP Insurable Earnings have not been entered)

Option I - Adjust insurable earnings based on PPIP deducted

This option assumes the entered amount for PPIP deducted is correct. When this option is selected, PPIP insurable earnings will be calculated as the minimum of:

PPIP deducted / 0.506%

AND

\$62,500.00

AND

Employment income

4.1.2.4 Transfer Over Remittance

Transfer employer's over remittance of CPP/QPP or EI to the following employee

When adjustments reduce total deductions for the company, the employer's portion of the over-remittance may be transferred to the tax of an owner or shareholder.

If a S.I.N. is entered here, then any net overpayment of CPP/QPP and EI resulting from adjustments calculated by the program will be credited to the tax deducted for the T4 of this employee. This adjustment will be reflected in the adjusted tax on the Adjustment reports for the particular employee.

Increase the gross pay with over remittance

If an over remittance is created by the adjustments and you indicate that you want the over remittance to be transferred to one employee (i.e. an owner or shareholder), you may also increase the gross pay of that employee in order to keep the net pay at the same level. If this option is chosen and the transferee's CPP/QPP is under the maximum deduction for the year, the CPP/QPP will NOT be adjusted again for this underpayment.

4.1.2.5 Other Options

Adjust CPP/EI/PPIP differences greater than...

If an amount is entered in this box, an adjustment to CPP/QPP, EI or PPIP must be greater than this threshold in order for the adjustment to be made. If the difference between the calculated amount and the entered amount for CPP/QPP, EI and PPIP is less than or equal to the threshold, no adjustments will be made and the entered amounts for CPP/QPP, EI, PPIP and tax will appear on the T4 slips.

Do you want CPP, EI & PPIP to be adjusted to their calculated amounts even if there is insufficient tax to cover the difference?

If this option is selected, it will adjust CPP/QPP, EI and PPIP to their calculated amounts although there may not be sufficient tax to make up the difference.

Where there is insufficient tax to cover the net adjustment to CPP/QPP, EI and PPIP, this difference will be posted to the T4 Summary. The shortfall is comprised of the increase in the employer's portion of CPP/QPP/EI/PPIP and the increase in the employee's contribution which was not offset by tax. The employer will have to make up the difference when filing the Summary. It would then be up to the employer to collect the under-contributed employee's portion from the employee.

Enter the maximum amount by which tax may be reduced

If item the above option was selected, you may enter the maximum amount by which tax may be

reduced. This option prevents the tax from being decreased to zero. For example, if you only wanted tax to be decreased by a maximum of \$100, enter \$100 in this field.

4.1.2.6 Lock / Disable Adjustments (Plus & Enterprise Only)

T4 TimeSaver Plus & Enterprise Only

Plus and Enterprise versions of T4 TimeSaver have two additional adjustment options.

Lock adjustment options for the current company

When selected, this option locks the adjustment options for the current company. If adjustment options have been locked, they will not be changed when using the [Global Changes - Adjustment Options](#) ^[115] tool to change adjustment options for all companies in the database.

Disable T4/RL-1 adjustments for this company

When selected, this option will disable adjusting T4 and RL-1 slips for the current company.

4.1.3 Net Pay

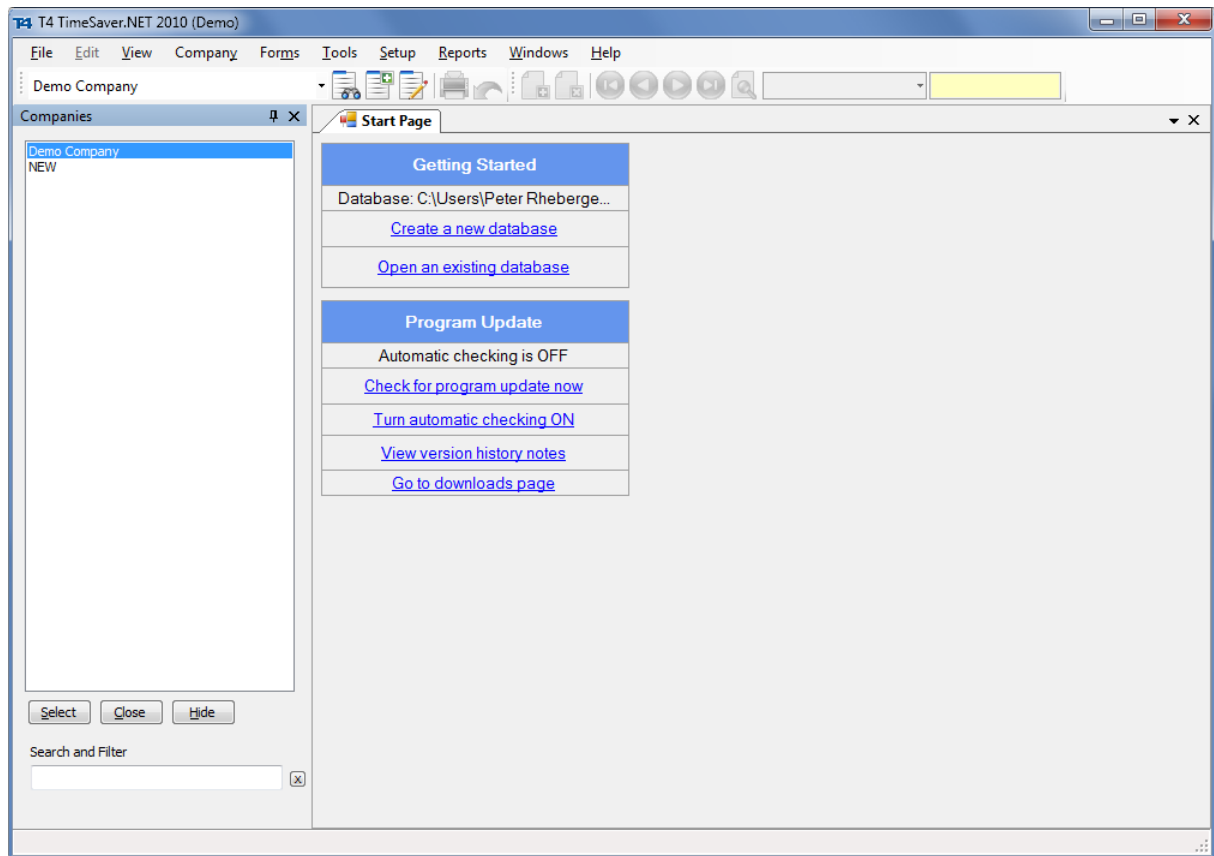
Use this screen to indicate how Net Pay should be displayed for the current company. Check the checkbox if you do not wish the net pay to display at all. If you do wish to display the net pay, decide between whether or not to include taxable benefits in the net pay calculation. Net pay will always include the standard deductions of: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues.

Note that the Standard Deduction includes both provincial (Québec) and federal taxes. Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if there are any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by selecting the appropriate option.

4.2 Selecting a Company

To switch to another company, choose **Select Company** from the **Company** menu. A list of all the companies in the current database will appear. Highlight the desired company and press **Select** or double click on the company name. Click on the thumbtack to keep the company list open for ease of switching between companies. You can also select a company by clicking on the company name displayed in the toolbar. A list of companies in the current database will appear, click on the desired company.

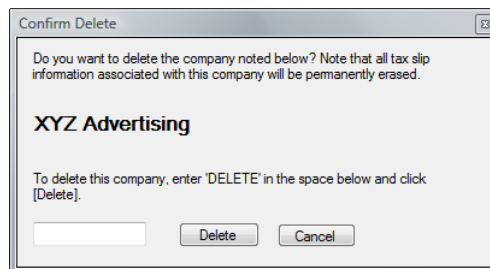


4.3 Editing Company Information

You can edit the company information by selecting **Edit Company Information** from the **Company** menu. You can add any missing information or change any information entered previously in any or all of the three sections. See [Creating a Company](#)⁵⁴ for details on the various fields.

4.4 Deleting a Company

Delete the current company, and all slips and summary forms associated with the company, by selecting **Delete Company** from the **Company** menu. You will be given a warning and asked to confirm the deletion of the company by typing the word "DELETE".



4.5 Adjust/Unadjust T4 & RL-1 Slips

This option opens the Print Adjustment Report window. The menu allows you perform the functions associated with adjusting T4 and RL-1 slips for a company.

Companies

Choose which company(ies) to adjust by selecting All Companies, Current Company, Most Recently Used, Selected Companies, or a user-defined group name from the drop down list. If you choose to Select Companies, place a check mark beside the company names of the companies you wish to include.

User-Defined Groups

You can create a user-defined group of companies by first choosing Selected Companies from the Companies drop down list, and then placing a check mark beside the names of the companies you wish to save in a group. Save the selection list by clicking the **Save As** button and entering a name for the selection. The group name will be added to the Companies drop down list. If you subsequently make changes to the list, use the **Save** button to save your changes. Use **Rename** to change the group name, or **Delete** to delete the group altogether. **List** will create a report listing the companies included in the group. **Exception** will create a report listing any companies that are not included in any groups.

These user-defined groups are available from any report or form printing menu.

Options

Select whether you require a detailed or summary report and whether you wish the results to be displayed in Name, S.I.N. or Employee Number order.

Preview/Print

Use this button to both perform the adjustment calculations and create the adjustment report. The adjustments will be made according to the adjustment options you have entered for the company. See [Adjusting T4s](#)⁷⁴ for further information about the adjustment options. The report will appear as a PDF file on your monitor. The report can be saved to file, printed, exported or emailed from the preview window. This same report can be generated by selecting **T4** then **Adjustments** from the **Reports** menu.

Adjust Slips

Select **Adjust Slips** to adjust the CPP and/or EI for all of the employees in a given company, or selection of companies, at one time, without producing the Adjustment Report. The adjustments will be made according to the adjustment options you have entered for the company. See [Adjusting T4s](#)⁷⁴ for further information about the adjustment options. The adjusted values will appear in the "Adjusted" column on the T4 and/or RL-1 slips when you view them and be printed on the T4 and/or RL-1 slips

when they are printed.

Undo Adjustments

Select **Undo Adjustments** to remove the adjustment information from the T4 and/or RL-1 slips when you view them and to revert back to the entered values on the T4 and/or RL-1 slips when they are printed.

Refresh Data

Use this button to update any company data that may have changed since the Print Adjustment Report window was opened.

Filing Status (T4 TimeSaver Enterprise only)

The Enterprise version of T4 TimeSaver adds the ability to filter the companies included in the Adjustment Report on Filing Status.

4.6 Unlock all Companies in Database

Select **Unlock all Companies in Database** from the **Company** menu. Use this function when an error message is displayed stating that a particular company is locked by a user, when that user is not, in fact, accessing the company. This would occur if T4 TimeSaver was not exited correctly. You will be asked to confirm the unlock.

Part V



5 Entering Slips

Choose the type of information slip for which to enter data by selecting it from the **Forms** menu. The following sections describe the various functions used while entering and manipulating slips. T4 TimeSaver can be used to prepare returns for the following information slips:

- **Canada Revenue Agency (CRA):** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200 & T2202A
- **Revenu Québec:** RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

The slips available in each T4 TimeSaver version are as follows:

- **T4 TimeSaver Lite:** T4, T4A, T5, RL-1 & RL-3
- **T4 TimeSaver Basic:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-17 & RL-25
- **T4 TimeSaver Plus:** NR4, T1204, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-17 & RL-25
- **T4 TimeSaver Enterprise:** NR4, T1204, T3, T4, T4PS, T4RIF, T4RSP, T4A, T4ANR, T4AP, T4ARCA, T5, T5007, T5013, T5018, T2200, T2202A, RL-1, RL-2, RL-3, RL-8, RL-15, RL-16, RL-17 & RL-25

5.1 Add Slips

Use the Add Slips function to create a new information slip of the type currently being viewed for the active company. New slips can be added by one of the following methods:

- click on the **Add Slip** icon in the icon toolbar 
- select **Add Slip** from the **Edit** menu
- press **[Ctrl] + [A]**
- press **PgDn**

In each of the above cases a blank data entry form will appear.

After entering data in any field pressing either the **Enter** or the **Tab** key will position the cursor at the next field. The cursor only stops at the fields that have been checked off on the corresponding [Data Entry](#) ¹²⁷ tab of the **Setup** menu (available for T4, T4A, T5, RL-1 & RL-3 slips only).

A warning will be provided if the entered data is invalid.

5.2 Delete Slips

Use the Delete Slips function to delete the information slip currently being viewed. Slips can be deleted by one of the following methods:

- click on the **Delete Slip** icon in the icon toolbar 
- select **Delete Slip** from the **Edit** menu
- press **[Ctrl] + [D]**

After confirming this action the slip currently displayed will be deleted.

The information slip data entry screen will be closed if you delete the last remaining slip for the active company.

5.3 Sorting Slips

During data entry or review of slip information you can modify the sequence of the slips by selecting the desired field from the drop down list at the right end of the icon toolbar. The fields available for sorting will vary by the type of slip; the example below shows the options for sorting T4 slips. The slip currently being displayed will remain on the screen.



5.4 Selecting Slips

Use the Select Slips function to select a specific information slip from those entered for the current company. Slips can be selected by one of the following methods:

- click on the **Find Slip** icon in the icon toolbar 
- select **Select slip from list** from the **Edit** menu
- press **[CTRL] + [S]**

In each of the above cases a list of all the recipients for the current company will be displayed to the left of the data entry screen. The desired slip can be displayed on the data entry screen by selecting the desired recipient from the recipient list.

The slips will be listed in the currently active sort order.

5.5 Entering Data

The data entry screen for each information slip supported by T4 TimeSaver has a data entry field for each box on the respective printed forms (as well as control fields used by T4 TimeSaver). Descriptions of the more significant of these boxes are listed below under the corresponding type of slip. Refer to the guides provided by CRA for information and regulations concerning the completion of any slip.

Below are listed a number of features to make data entry as quick and easy as possible:

- Many fields will have an arrow, , to their right. This indicates that there are a limited number of valid data entry options for this field. Double clicking on either the field or the arrow displays a list of valid entries from which the appropriate item can then be chosen.
- The company address can be copied onto the address fields for an employee by simultaneously pressing the **Shift + F6** keys.
- If there is more than one slip for an employee, the employee information can be copied from one slip using the **F7** key and pasted into another slip using the **Shift + F7** key combination.
- The cursor can be easily moved from one field to the next simply by pressing the **TAB** key.

5.5.1 Common Data Fields & Buttons

Please note that not all fields below will be found on all data entry screens.

T4 Statement of Remuneration Paid
Pete's Co

Go to T4A Go to RL-1 Adjust Net Pay Go to Summary Close

Surname / First name / Initial Social insurance number 12 Set to 'QC'

Address line 1 Employee number

Address line 2 Employment code 29

City / Province CPP pensionable weeks 52.00 Status of slip 0 Original

Postal code / Country Province of employment 10 Year 2010

1) Data 2) e-Slip

	Entered	Adjusted
Employment income	14	0.00
Employee's CPP contributions	16	0.00
Employee's QPP contributions	17	0.00
Employee's EI premiums	18	0.00
RPP contributions	20	0.00
Income tax deducted	22	0.00
EI insurable earnings	24	0.00
CPP-QPP earnings	26	0.00
Exempt	28	☐ CPP-QPP ☐ EI ☐ PPIP
Do not adjust		☐ CPP-QPP ☐ EI ☐ PPIP
Union dues	44	0.00
Charitable donations	46	0.00
RPP or DPSP registration no.	50	
Pension adjustment	52	0.00
PPIP premiums	55	0.00
PPIP insurable earnings	56	0.00

Other Information

Box 1 Box 2 Box 3 Box 4 Box 5 Box 6

Optional text to print at top of slip ?

ERRORS AND WARNINGS
> Last name must be entered.

Sample Data Entry Screen - T4 Slip

Surname / First name / Initial

Enter the recipient's surname, first name and initial in the appropriate field. Due to CRA requirements for electronic filing, the surname field is limited to 20 characters and the first name field is limited to 12 characters. Some forms, such as the T5 and the RL3, will display different recipient name entry fields depending upon whether the recipient is an individual, a corporation or otherwise.

Address line 1

Enter the first line of the recipient's address. Due to CRA requirements for electronic filing, this field is limited to 30 characters.

Address line 2

Enter the second line of the recipient's address, if applicable. Due to CRA requirements for electronic filing, this field is limited to 30 characters.

City / Province

Enter the city and province of the recipient's address. Due to CRA requirements for electronic filing, the city field is limited to 28 characters and the province field is limited to 3 characters. Valid province names are selectable from the list displayed by double clicking the arrow icon beside the province field.

Postal code / Country

Enter the postal code and country of the recipient's address. Due to CRA requirements for electronic filing, the postal code field is limited to 10 characters (to allow for both Canadian postal codes and USA zip codes) and the country field is limited to 3 characters. Valid country names are selectable from the list displayed by double clicking the arrow icon beside the country field.

Tax Year

Enter the taxation year to which the slip applies. Due to CRA requirements for electronic filing, the tax year field is limited to 4 characters.

S.I.N.

Enter the recipient's social insurance number. Due to CRA requirements for electronic filing, the S.I.N. field is limited to 17 characters. On some forms where the recipient has been identified as a corporation you may be required to enter the recipient's business number instead.

Status of Slip / Relevé Code

Enter the appropriate code to designate whether the slip is an original, canceled or amended slip. For federal information slips and the RL1 & RL3 provincial (Québec) information slips, the options are:

- **O** - Original (or "**R**" for provincial information slips other than the RL1 & RL3)
- **A** - Amended
- **C** - Canceled (or "**D**" for provincial information slips other than the RL1 & RL3)

Errors and Warnings

Messages regarding incomplete or missing data will be displayed in this area.

Optional text to print at top of slip

Enter text that should be printed at the top of the slip.

5.5.2 Unique Data Fields & Buttons

Other Income

Record other income in the boxes provided at the bottom of the window. The type code of the income should be indicated in the Box field with the corresponding Amounts directly beside. Press F2 or double click the box field to display a list of available codes. See your Tax Guide for a list and description of appropriate type codes.

S.I.N. Validation (Most forms)

T4 TimeSaver will check the validity of the S.I.N. entered and will display the contents of the S.I.N. box to red if the S.I.N. is invalid. You can, however, ignore the warning and continue to enter other information. The formula used to test the value of the S.I.N. is found in the CRA Publication: Formulae for Federal and Provincial Deductions for Computer Users.

When the edit list or detailed adjustment report is printed or displayed, there will be an asterisk beside any invalid S.I.N. values.

Status of Slip (Most Forms)

Select "O" for original (default value), "A" for amended or "C" for canceled. This will cause the slip to be labeled appropriately as required by CRA. It will also cause the slip to be included or excluded appropriately whenever the "Amended only" or "Originals only" options are chosen.

Optional Text to Print at Top of Slip

Information entered here, to a maximum of 15 characters, will be printed at the top of the slip.

Go To Summary Button

Click on this button to display the T4 Summary for the current employer. The data entry screen for the

current slip will remain available via a tab beneath the toolbar.

T4 TimeSaver Enterprise Only

Advanced Tab

Refer to the [Advanced Tab](#)  page for information on using the Advanced tab.

5.5.2.1 T4 & RL-1

Province of Employment

T4 TimeSaver will automatically insert the code for the province of employment that has been entered in the General section of the Company Information. You may, of course, override it for a specific employee.

CPP Pensionable Weeks

If you have selected "Adjust based on number of pensionable weeks" for the CPP/QPP Adjustment Option on the [Adjustment Options](#)^[55] section of the [Company Information](#)^[116], a value must be entered into the input field "CPP Pensionable Weeks". This field will default to 52 or 53 depending on the value entered under Maximum Number of Pensionable Weeks, but you may override this value for specific employees.

CPP/QPP Pensionable Earnings

A value should only be entered in the CPP/QPP Pensionable Earnings box if any of the following types of remuneration have been included in T4 box 14 (RL-1 box A):

- remuneration paid to the employee before/during the month the employee turned 18
- remuneration paid to the employee after the month the employee turned 70
- remuneration paid to the employee during the months the employee was considered to be disabled under the CPP/QPP guidelines
- remuneration paid to the employee after a CPP/QPP retirement pension became payable (refer to Guide TP-1015.G-V)
- remuneration paid to the employee while the employee worked in "excluded employment" (refer to Chapter 2 of Guide T4001)
- amounts for a clergy member's residence from which CPP/QPP contributions have not been deducted
- any excluded income, benefits or payments (refer to Chapter 2 of Guide T4001)

EI Insurable Earnings

A value should only be entered in the EI Insurable Earnings box when EI insurable earnings are:

- not equal to zero
- not equal to the amount entered in T4 box 14 (RL-1 box A)
- not equal to the maximum EI insurable earnings

If no amount has been entered in T4 box 14 (RL-1 box A), CRA requires that box 24 be left blank on the printed slip.

CPP/QPP, EI and PPIP/QPIP Exempt Boxes

You may check any combination of the CPP/QPP, EI and PPIP/QPIP Exempt boxes as appropriate for the current employee.

Do not check the CPP/QPP exempt box if you entered an amount in T4 boxes 16 or 17 (RL-1 box B) or T4 box 26 (RL-1 box G). Check CPP/QPP exempt only if the earnings were exempt for the entire period of employment.

Do not check the EI Exempt box if you entered an amount in T4 box 18 (RL-1 box C) or T4 box 24. Check EI exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

Do not check the PPIP/QPIP Exempt box if you entered an amount in T4 box 55 (RL-1 box G) or T4 box 56 (RL-1 box I). Check PPIP/QPIP exempt only if the earnings were exempt, or if they were not eligible for the entire reporting period of employment.

CPP/QPP, EI and PPIP/QPIP Do Not Adjust Boxes

Check one or both of these boxes to indicate that this particular slip should not be adjusted when the slips for this company are adjusted. This allows you to adjust some slips while leaving others as entered.

CPP/QPP Pensionable Weeks

Enter the number of CPP/QPP pensionable weeks worked by the recipient in this field. This number is used to accurately calculate CPP/QPP deducted for the recipient. (NOTE: Refer to the section [Adjustment Options](#) ⁵⁵ for details on how activate this feature.)

Go to T4A & Go to RL-1 Buttons

Clicking on either of these button will display either the T4A slip or RL-1 slip associated with the displayed slip, if it exists.

Adjust Button

Clicking on this button will adjust the displayed slip. The adjustments will be made based on the adjustment options selected for the current company. These adjustments *are not* reflected in the corresponding T4 summary, unless all of the slips are adjusted using by [Printing Adjustment Reports](#) ⁹⁴.

Net Pay Button

The employee's net pay can be calculated and displayed on the screen as you enter data into each box of the T4 and may prove useful as an audit check. Net pay will be calculated in one of the following ways:

- Employment Income - Standard Deductions
- Employment Income - Standard Deductions - Taxable Benefits

The Employment Income is the amount entered in T4 box (RL01 box A). The Standard Deductions are: CPP, QPP, EI, PPIP, Income Tax, Pension Plan Contributions, Charitable Donations and Union Dues. Note that the Standard Deduction includes both federal and provincial (Québec). Taxable Benefits will be the sum of all boxes representing taxable benefits. Other deductions (if any) must be entered manually to arrive at the appropriate figure for Net Pay.

You can switch between these two methods of calculating the Net Pay by clicking on the [Net Pay](#) ⁵⁹ button and then selecting the appropriate option. You can also check the "Don't display net pay" to prevent Net Pay from being displayed.

Set to QC Button

Clicking on this button will create and associate a RL-1 slip to the current T4 slip. To reverse the procedure, change the province of employment on the T4 from QC to any other province or territory. You will be asked to confirm deleting the RL-1 associated with the current T4 slip.

5.6 Advanced Tab

T4 TimeSaver Enterprise Only

1) Data	2) Advanced
Information slips can be distributed electronically (for example, by e-mail) if you have received the employee's consent in writing or electronic format.	
Email address	
	☐ Recipient consents to receive electronic copy of slip.
Filename of slip (pdf file)	
Email delivery status	
Special electronic filing	☐ Check to select this slip for special electronic filing.

In T4 TimeSaver Enterprise you will see an e-Slip tab on many of the information slip data entry screens. The fields on this screen are used to enter the email address of the slip's recipient which can then be used to email an electronic copy to the recipient; rather than collating and mailing paper slips. The slip will be sent to as a PDF file. You are required to obtain the employee's consent before you can distribute slips in electronic format.

Email address

Enter the recipient's email address. When emailed, the PDF slip will be sent to this address. The checkbox **Recipient consents to receive electronic copy of slip** is selected by default for all recipients of all slip types to indicate that the recipient has approved the use of their email address in this way.

Filename of slip (PDF file)

Enter the filename you want to give the PDF slip as it will be stored in your system.

Email delivery status

The delivery status field indicates whether or not a PDF slip has been emailed to the recipient.

Special electronic filing

Check the box marked "*Check to select this slip for special electronic filing*" to select the current slip to be included in an electronic submission (XML file) containing only selected slips. You must also need check the box marked "*Only process slips that are selected on the Advanced tab*" on the [Electronic Filing](#) ^[100] page for the appropriate slip type.

5.7 Overriding Calculated Fields

Many slip and summary fields contain calculated values. If it is necessary to edit a calculated field you may do so by positioning the cursor at the field in question and either pressing the **F4** button or double clicking the icon to the right of the field. The background colour of the field will change to indicate the calculated value has been overridden with the value entered manually.

To return to the calculated value, click the **Recalculate** button, press **F4** again or double click the icon to the right of the field again. You will be asked to confirm the return to the calculated value.

Part VI



6 Adjusting T4 & RL-1 Slips

6.1 Making Adjustments to T4 and RL-1s

There are two methods of adjusting T4 and RL-1 slips. All adjustments are made based on the [Adjustment Options](#) ^[55] settings for the current company.

- Adjust only the currently displayed T4 or RL-1 by using the **Adjust** button on the slip's data entry form. Adjustments made using this method **will not** be included in the corresponding T4 or RL-1 summary, or on any submission to the CRA or Revenu Québec.
- Adjust all slips for the company by using the **Adjust/Unadjust T4 Slips** from the **Company** menu. You can exempt individual slips that should not be adjusted by checking the **Do not adjust CPP-QPP** and/or **EI** boxes. Adjustments made using this method **will be** included in the corresponding T4 or RL-1 summary, and on any submission to the CRA or Revenu Québec.

The adjustment report can be produced by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking **Adjust Slips + Report**, or you can select **Adjustments** from the **T4** submenu of the **Reports** menu. In either case an **Adjustment Report** window will open. See [Printing Adjustment Reports](#) ^[94] for further details.

6.2 Reversing Adjustments

There are two methods of reversing the adjustments that have been made to T4 and RL-1 slips. Once complete, all adjusted values will have been returned to their original values.

- Reverse the adjustment on an individual adjusted T4 by clicking the **Unadjust** button on the T4 data entry form. The adjusted CPP, QPP, EI and tax values will be hidden.
- The adjustments on all of the slips for the company can be reversed by selecting **Adjust/Unadjust T4 Slips** from the **Company** menu and clicking the **Undo adjustments** button.

6.3 Setting Adjustment Options

The adjustment options for each company are stored with the company profile. Select **Edit Company Information** from the **Company** menu and then click the **Adjustment Options** page. You can make changes to any of the options and also enter the S.I.N. number of the employee to receive the transfer of over remittance of CPP/EI, if you choose.

Use the [T4 Adjustment Defaults](#) ^[126] page in the [Setup](#) ^[35] menu if you want to set default adjustment options for all new companies. These value="CHM,HTML,PDF" value="CHM,HTML,PDF" value="CHM,HTML,PDF" global default adjustment options will then be applied to each company added to the T4 TimeSaver database. Changes to the adjustment options for existing companies can be made by using **Adjustment Options** option of the [Global Changes](#) ^[115] sub-menu of the [Tools](#) ^[32] menu.

Part VII



7 Entering Summary Form Information

T4 Summary Summary of Remuneration Paid
Demo Company

For year ending December 31,

Total number of T4 slips filed (active slips only) 88

Employment income 14

Registered pension plan (RPP) contributions 20

Pension adjustment 52

Employees' CPP contributions 16

Employer's CPP contributions 27

Employees' EI premiums 18

Employer's EI premiums 19

Income tax deducted 22

Total deductions reported (16 + 27 + 18 + 19 + 22) 80

Minus: remittances 82

Difference

Overpayment 84

Balance due 86

Amount enclosed

SIN of the proprietor or principal owner - #1 74

SIN of the proprietor or principal owner - #2 75

Number of T4 slips includes active slips only.

Person to contact about this return

76 - First name Last name

78 - (Area code) / phone # () Extension

Certification

Position or office

Date on summary

Sample Data Entry Screen - T4 Summary

Remittances

Enter the amount of money already remitted to CRA.

Amount Enclosed

Enter the amount that will be enclosed with the submission.

Adjustment Status

The T4 Summary will reflect the adjusted values as long as all of the employees for the company have been adjusted. If, however, only some of the slips have been adjusted using the Adjust / Unadjust button on the T4 data entry window, the summary will reflect the unadjusted values for all of the employees. This information will appear in the box on the upper right corner of the T4 Summary data entry window.

Person to Contact About this Return

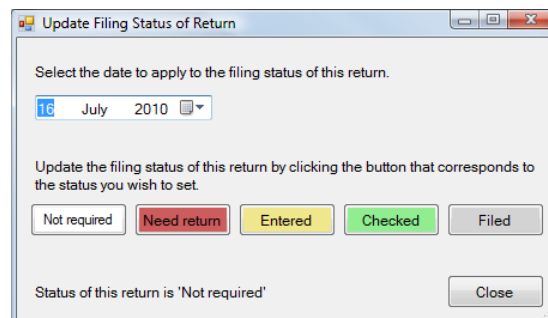
The default contact information entered on the [New Company Defaults](#) ¹²⁶ page of the [User Settings](#) ¹³⁵ submenu of [Setup](#) ³⁵ menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time.

Certification

The default certification information entered on the [New Company Defaults](#)¹²⁶ tab of the **User Settings** submenu of [Setup](#)³⁵ menu will appear in this area. If no default information was entered, these fields will be blank. In either case you can enter or change the information at this time. Please note that the "Date on summary" field is for display purposes only; in order to print a specified date on the summary you must use the "Print this date" option in the "Options" section in the lower left corner of the [Printing Summary Reports](#)⁹¹ screen.

Filing Status Button

Clicking on the Filing Status button displays a window where the filing status of the current return for the current company can be selected. Changes made to the filing status apply only to the current return for the current company.



Available filing status options are:

- Not Required - A return of this type is not required for the current company
- Need Return - A return of this type is required for the current company
- Entered - Data has been entered for this return
- Checked - Data entered for this return has been checked
- Filed - This return has been filed with the CRA and/or Revenu Québec

Recalculate Button

Click this button to recalculate all calculated values; this will also return all [overridden](#)⁷¹ values to their calculated value.

Go to Slips Button

Click on this button to display slips related to the currently displayed summary. The data entry screen for the current summary will remain available via a tab beneath the toolbar.

Close Button

This button closes the currently displayed summary. Data will not be lost as data is saved to the database each time the cursor is moved to a new data field.

Part VIII



8 Partnership Forms (Plus & Enterprise Versions Only)

T4 TimeSaver Plus & Enterprise Only

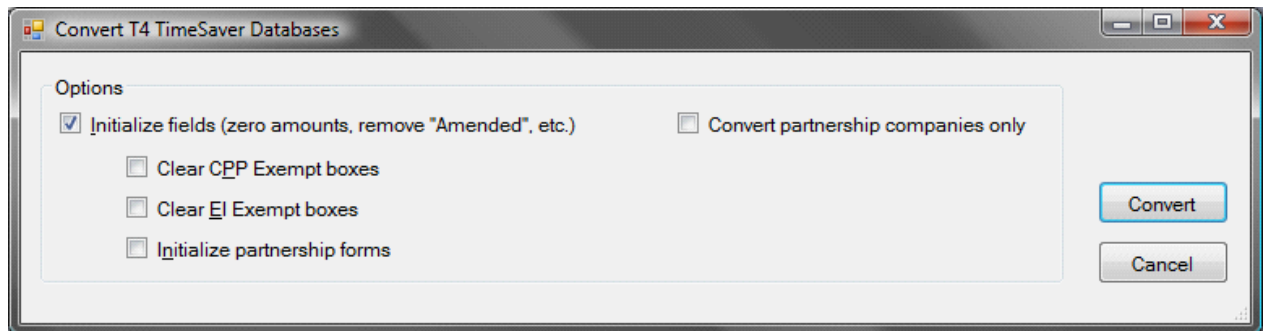
How to Get Data into the Partnership Forms

There are three ways to get data into T4 TimeSaver partnership forms.

- Convert last year's T4 TimeSaver database
- Import data from an Excel spreadsheet
- Enter the data manually

Converting Partnership Data from a T4 TimeSaver Database

Converting partnership data from last year's T4 TimeSaver database is virtually identical to the way you convert other data. The only difference is that you have the option to convert only companies with partnership data. This is useful if you have already converted your databases prior to the February 10, 2009 release which handled partnership forms.



Importing Partnership Data from Excel

Importing T5013 slips from an Excel spreadsheet is done in the same way as importing other slips. See the T4 TimeSaver User Manual for general instructions about importing data. For information about the names of the fields used as headers for T5013 slips, see [Headings for T5013](#) ^[186] for layout details.

You can import both identification information (names, addresses, etc.) as well as the amounts allocated to the partners for each box. If you import the allocated amounts, the totals will be automatically summed up to the summary and the boxes on the slips will all be overridden so that automatic allocation is suppressed.

If you prefer to enter the totals of the income and expenses on the summary and have T4 TimeSaver allocate the amounts to the partners, you can also do that. Simply do not enter the amounts in the spreadsheet. Then, after the import is complete, enter the total amounts on the summary, and select the method for calculating the partner's share (See "Allocating Amounts from the Summary to the Slips" below).

The boxes in the "Other amounts and information" section of the slips cannot be imported.

Allocating Amounts from the Summary to the Slips

For partnerships where the income and expenses are allocated to the partners based on a percentage, T4 TimeSaver can automatically calculate the amounts for each partner.

Open the T5013 summary (Forms/Partnership-Federal/T5013 Summary), page 1, and select one of the 3 options in the drop down list *Methods for calculating partner's share (%) of income and expenses*.

The purpose of the allocation method is to determine how T4 TimeSaver calculates each partners' share of the income and expenses entered on the summary. The methods are described below.

Method	Partner's share (%) based on	You must enter these fields
A	The partner's income (or loss) divided by the sum of all partners' income (or loss)	☐ Each partner's income (or loss) allocated
P	The percentage you enter on the slip	☐ Total net accounting income ☐ Each partner's % share
U	The partner's partnership units held divided by the sum of all partnership units	☐ Total net accounting income ☐ Each partner's number of units

If you select "P" or "U", you will need to enter the *Total net accounting income to be allocated*. If you select method "A", the *Total net accounting income* will be disabled, but it will be adjusted as you enter the partners' net income allocated on each slip.

Regardless of which method you choose to calculate the partners' share, T4 TimeSaver will automatically allocate each income and expense item entered on the summary to each of the slips according to the percentage, unless the box is overridden on the slips (see "Overriding the Automatic Allocation" below).

Overriding the Automatic Allocation

Depending on the type of partnership, there may be amounts which cannot be allocated to the partners simply on the basis of a percentage. If this is the case, you will need to override the box and enter the amounts manually on each slip.

To do this, go to any one of the slips and double-click the "pencil" image to the right of the box, or click in the box and press F4. The background color of the box will change to aqua and you will be able to enter the desired value in the box. Note that the box will be overridden on all slips for the company.

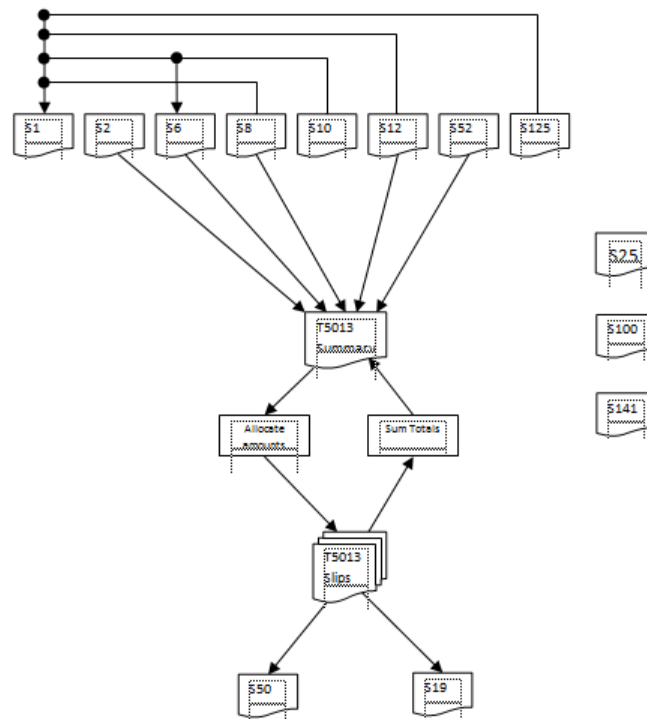
In the event that you want to override all boxes on the slips, use the "Override all boxes" button at the top of the form.

8.1 T5013

T4 TimeSaver Plus & Enterprise Only

Relationships Between Forms

The Partnership forms are linked together so that information entered on a slip, schedule or summary will flow automatically to the appropriate related form. A simple overview of the relationships between the various forms is presented in the diagram below. Schedules 25, 100 and 141 are included but are independent and used for reporting purposes only.



Relationships between forms

A detailed analysis of the flow of data between forms is given in the table below. Abbreviations are used as follows:

→ = Data flow (Source Form → Destination Form)

SOURCE FORM	DESTINATION FORM
Schedule 1	Schedule 1, Line D → Summary Box 20, 21, 22 or 23 (user defined)
Schedule 2	Schedule 2, Section A, Line 103 + Schedule 2, Section B, Line 103 → Summary, Line 103 Schedule 2, Section C, Line 104 + Schedule 2, Section D, Line 104 → Summary, Line 104 Schedule 2, Section E, Line 105 → Summary, Line 105 Schedule 2, Section F, Line 106 → Summary, Line 106 Schedule 2, Lines 103*, 104*, 105*, 106* → Summary, Line 103*, 104*, 105*, 106*
Schedule 6	Schedule 6, Section R → Summary, Line 70 Schedule 6, Section S → Summary, Line 70-2 Schedule 6, Section T → Summary, Line 70-3 Schedule 6, Section U → Summary, Line 70-4 Schedule 6, Section V → Summary, Line 70-17
Schedule 8	Schedule 8, Total Column 10 → Schedule 1, Line 107 Schedule 8, Total Column 11 → Schedule 1, Line 404 Schedule 8, Total Column 12 → Schedule 1, Line 403 Schedule 8, Total Column 12 → Summary, Line 85
Schedule 10	Schedule 10, Section 4 → Schedule 6, Section Q Schedule 10, Section C, Line 12 → Schedule 6, Section V Schedule 10, Section B, Line 11 → Schedule 1, Line 108 Schedule 10, Section B, Line 17 → Schedule 1, Line 153 Schedule 10, Section A9 → Schedule 1, Line A405

Schedule 12	Schedule 12, Section D, Line 1 → Schedule 1, Line 232 Schedule 12, Section A, Line 9 → Summary, Line 90 Schedule 12, Section A, Line 10 → Summary, Line 96 Schedule 12, Section B, Line 8 → Summary, Line 91 Schedule 12, Section B, Line 9 → Summary, Line 97 Schedule 12, Section C, Line 9 → Summary, Line 92 Schedule 12, Section C, Line 10 → Summary, Line 98 Schedule 12, Section D, Line 1 → Summary, Line 93 Schedule 12, Section E, Line 1 → Summary, Line 94 Schedule 12, Section F, Line 1 → Summary, Line 95
Schedule 52	Summary, Boxes 120, 121, 124, 125, 130, 128, 129, 141, 143, 144, 145, 110
Schedule 125	Schedule 125, Line 9999 → Schedule 1, Section A
T5013 Slip	Summary, Number of T5013 Slips Summary, Number of T5013a Slips Summary, Box 150 – Number Units Acquired Summary, Box 152 – Total Cost Of Units Summary, Box 153 – Limited-Recourse Amounts Summary, Box 154 – At-Risk Adjustment Summary, Box 155 – Other Indirect Reductions Schedule 50, Partner Id Fields, Capital Account Fields, Partner's Share (%) Schedule 19, Non-Resident Partner Name, Address, Etc
T5013 Summary	Slip, Identification Info: Fiscal Period End, Etc. Slip, Amounts Allocated On % Basis Slip, Non-Monetary Values From Other Information

8.2 RL15

T4 TimeSaver Plus & Enterprise Only

This section is in progress. An updated version of the T4 TimeSaver manual will be released upon completion.

Part IX



9 Producing Reports

9.1 A Note on Printing Reports

Optimizing Printing Speed

You may find that printing speed sometimes leaves something to be desired. Unfortunately, there is nothing you can do to improve printing speed when using the **Quick Print** option as this process uses the PDF printer built into T4 TimeSaver, which are not modifiable by the end-user. If you use the **Preview and Print** option instead you may be able to improve print speeds slightly as this process previews all print jobs in [Adobe Reader](#), and uses the print routines in Adobe Reader to send the data to the printer. Depending on the version you are using the following tips might help improve printing speed when using Adobe Reader:

1. Print the document as an image. To do this:
 - a. Click on File in Adobe Reader
 - b. Click on Print
 - c. Click on the Advanced button in the lower left of Adobe Reader's print dialogue
 - d. Select the option to "Print as image" and click OK.
2. Reduce the print resolution. To do this:
 - a. Click on file in Adobe Reader
 - b. Click on Print
 - c. Click on Properties in the upper right of Adobe Reader's print dialogue, beside the printer name
 - d. The actual location will vary from printer to printer but there should be a setting to change print quality or resolution; ensure that this is set to the lowest setting possible, 300dpi is a good working minimum, most modern printers default to 1200dpi or 600 dpi (the amount of data that the printer must process is reduced by 75% each time dpi is halved)

Data Prints Outside of Fields on Pre-Printed Forms

When using Preview and Print [Adobe Reader](#) will be used to print PDF reports. To ensure accurate data placement, you must first turn off all scaling options within Adobe Reader. This will allow the printed reports to meet the requirements of the CRA and Revenu Québec. Failure to do so may result in data printing outside of many fields and cause your submission to be unacceptable by the CRA or Revenu Québec. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this will use T4 TimeSaver's own printing functions and bypasses Adobe Reader.

Follow these steps to turn off scaling in Adobe Reader:

1. Click on the File menu in Adobe Reader
2. Click on the Print option
3. About 2/3 of the way down there is an option referring to page scaling, ensure that this option is set to "None"
4. Data should now fit in the appropriate fields throughout the form

9.2 Validating Data

Companies

Select: ☒ Sample Company

Current Company:

User-Defined Groups

1 selected

Return Types

☐ T4
☐ T4A
☐ T5
☐ T5018
☐ NR4
☐ T4ANR
☐ T1204
☐ T4AP

Filing Options

Destination:

Slip status:

Validation Options

Critical error report

Show only the first critical error messages

☒ Show XML schema error messages

Warnings report

☒ Show validation warnings report

Show only the first warning messages

Setup

Processing

Validation Report for CRA Submissions

Companies

Select: ☒ Sample Company

Current Company:

User-Defined Groups

1 selected

Return Types

☐ R1
☐ R3
☐ R2
☐ R25

Filing Options

Destination:

Slip status:

Validation Options

Critical error report

Show only the first critical error messages

☒ Show XML schema error messages

Warnings report

☒ Show validation warnings report

Show only the first warning messages

Setup

Processing

Validation Report for Revenu Québec Submissions

This report will be run automatically when you process returns for electronic filing, or it can be run at any time by selecting **Validate Data Before Filing** from the **Reports** menu. The CRA has strict filing requirements that must be met. The validation procedure will identify any missing or invalid data and allow you opportunity to correct the data before transmitting it.

Select the company or companies and the type of return(s) to be validated. Select "Validation report

only” to run the validation report on its own, or select a filing method to both validate and create the electronic filing submission at the same time. If the data fails the validation procedure, the filing will be aborted. See [Electronic Filing Preparation](#)^[100] for further information regarding the settings in this window.

Click on Process.

The Critical Error Report will be generated. This report will list the location of missing or invalid data that will cause the data submission to be rejected by the CRA or Revenu Québec

Click the **Warnings** button to view the missing or invalid data that may need to be corrected but will not cause rejection of the submission by CRA or Revenu Québec. Either report can be printed by clicking the **Print** button.

Refresh Data

Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Validating Data window was opened.

Set Output Folder

Allows the user to change the location of the XML submission files. See [File Locations](#)^[133] for further information.

Go to Output Folder

Pressing this button will open the folder that the XML submission files will be stored.

9.3 Printing Slips

Select the desired type of slip from the **Reports** menu. A list of available reports for that type of slip will appear from which you can select the report you wish to print. The option of whether to print two slips per page or three slips per page will be available only when selecting from T4 reports.

Note: T4 slips will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Slips

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Canceled Slips Only - print only the canceled slips for the selected companies
- Selected Slips - print only the selected slips for one selected company

When only one company is selected, the slips that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each name you wish to select to put a

check mark in the box and to have the name appear on the list on the right.

Include inactive (nil) slips

Check this box if you want slips to print for recipients who have no dollar values on the slip.

Sort slips by

Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

Copies

Choose which copies of the slips you wish to print by checking one or more of the boxes. The options will change, depending on the Type of Form you have selected.

Options**Group output by**

Choose to group the slips by copy number or by company.

Print test pattern

Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3

Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

PDF File Options**Save PDF files**

Printing forms, either slips or summaries, always creates a PDF file. If **Save PDF file** is selected, the PDF file will be saved in the indicated file when the Print window is closed. If **Save PDF file** is not selected, the PDF will be deleted when the Print window is closed. This is a system wide setting, the setting selected will be used by all users and for all reports. For T4 TimeSaver Plus, only the administrator may change this selection.

Note: When using [Adobe Reader](#) to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and Revenu Québec. Failure to do so may result in your submission being unacceptable by the CRA or Revenu Québec. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Save in client folders

This option is only available when the **Group output by** option has been set to Company. Select this option if you wish to save PDFs in user-assigned client folders. The folder path is stored in the company record. If no folder path has been stored for a company included in the print job, or if the folder is not accessible (eg. it is a network folder and you are not connected to the network), you will be prompted for the folder location even if the **Prompt for each client folder** option is not selected.

Separate PDFs for each copy number

Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder

Check this box to have the program prompt you for the location of the PDF files to be saved. If you are printing slips for a single company, the folder you choose will be saved and the next time you print the slips for the same company, you will be prompted with the same location. You will be prompted for the output folder regardless of whether a folder has been assigned on the company record.

Quick Print

Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel.

Preview/Print

Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer.

Refresh Data

Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

Adjust Margins

Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder

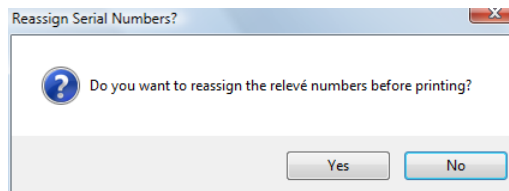
Pressing this button will open the folder where the PDF files will be stored.

Advanced

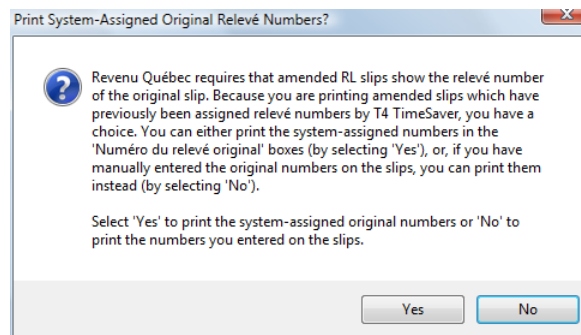
Use this button to set advanced print settings.

9.3.1 Using Serial (Relevé) Numbers on RL Slips

Serial number (Relevé numbers) printed on RL-1, RL-2, RL-3, RL-17 and RL-25 slips are assigned sequentially by T4 TimeSaver, from a range supplied to ELM Computer Systems by the Revenu Québec, as slips are printed. Depending on the slip to be printed, its status and the answers you provide you will see one or more of the following dialogues:



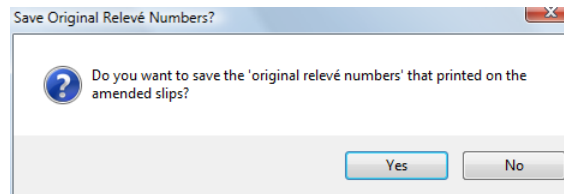
The screen above will be displayed when you are re-printing slips (whether original or amended), Clicking on "Yes" will cause T4 TimeSaver to calculate a new serial number for the slip(s) being printed. Clicking on "No" will cause T4 TimeSaver to print the slip(s) using the serial number already assigned. In the case where no serial number exists, T4 TimeSaver will assign the next serial number in sequence.



The dialogue above will be displayed when one or more amended slips are included in the slips to be

printed. If you answer "Yes" at this dialogue, ***all*** amended slips printed will be assigned a new serial number (as well as any original slip ***not*** already assigned a serial number).

The dialogue below will be displayed ***if*** amended slips have been printed ***and*** you have chosen to re-assign serial numbers to amended slips only:



Answering "Yes" at this dialogue will save the serial number for amended slips in the "Original Relevé Number" field of the slip's data entry screen.

Many Relevé slips will display two serial numbers:

- The top serial number is associated with the magnetic media submission and is assigned when you process the XML output, not when the slips are printed. Setting the starting serial number does not assign the numbers to the slips.
- The bottom serial number is associated with the paper copy and is assigned when the forms are printed

The procedure to ensure that both serial number print correctly on any paper Relevé slips would be to:

- Enter the slips into T4 TimeSaver
- Check for errors in data entry
- Process the electronic filing submission file (This assigns the top serial number)
- Print the slips – this will assign the bottom serial number. Since the XML processing was done first, both serial numbers will print

9.4 Printing Summary Reports

To print the Summary Form to be sent with the slips to CRA, select the appropriate type of summary from the list in the **Reports** menu, and then choose the report from the list of available reports. A dialog box will open which will allow you to select which Summary forms you wish to print and the number of copies you wish to print.

Note: The T4 summary will report the unadjusted values for each slip unless all slips have been adjusted. A warning will be given if some slips are adjusted while others are not.

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Slips Included in Totals

Select one of the options from the drop-down list:

- All Slips - print all the slips for the selected companies
- Original Slips Only - print only the slips that have not been amended for the selected companies
- Amended Slips Only - print only the amended slips for the selected companies
- Canceled Slips Only - print only the canceled slips for the selected companies

Options

Group output by

Choose to group the slips by copy number or by company.

Print this date

Check this box and enter the desired date to print the date on the summary automatically.

Print nil summaries also

Check this option to print inactive (nil) forms. These are summaries that have all dollar values set to zero. These summaries will not print unless this option is checked.

Print test pattern

Check this box if you wish to test alignment settings for the selected form.

French instructions on copy 2-3

Check this box to print recipient filing instructions in French. Available only on forms printing three slips per page.

PDF File Options**Save PDF files**

Printing forms, either slips or summaries, always creates a PDF file. If **Save PDF file** is selected, the PDF file will be saved in the indicated file when the Print window is closed. If **Save PDF file** is not selected, the PDF will be deleted when the Print window is closed. This is a system wide setting, the setting selected will be used by all users and for all reports. For T4 TimeSaver Plus, only the administrator may change this selection.

Note: When using [Adobe Reader](#) to print PDF reports for submission, you must first turn off all scaling options within Adobe Reader to ensure that the printed reports will meet the requirements of the CRA and Revenu Québec. Failure to do so may result in your submission being unacceptable by the CRA or Revenu Québec. Scaling is not a concern when using the Quick Print button to send reports directly to your printer as this bypasses Adobe Reader.

Save in client folders

This option is only available when the **Group output by** option has been set to Company. Select this option if you wish to save PDFs in user-assigned client folders. The folder path is stored in the company record. If no folder path has been stored for a company included in the print job, or if the folder is not accessible (eg. it is a network folder and you are not connected to the network), you will be prompted for the folder location even if the **Prompt for each client folder** option is not selected.

Separate PDFs for each copy number

Check this box to create a PDF file for each copy or company selected. Leave unchecked to create a single PDF file. The **Separate PDFs for each copy number** will be selected automatically if **Save in Client folders** has been selected.

Prompt for output folder

Check this box to have the program prompt you for the location of the PDF files to be saved. If you are printing slips for a single company, the folder you choose will be saved and the next time you print the slips for the same company, you will be prompted with the same location. You will be prompted for the output folder regardless of whether a folder has been assigned on the company record.

Quick Print

Prints the selected slips to the default printer without previewing the PDF. The default printer is set using your Windows Control Panel.

Preview/Print

Creates the slips in PDF format and displays them in Adobe Reader or Adobe Acrobat. The PDF files will be automatically saved according to the PDF File options selected. Press the Print button from within the Adobe preview program to send the slips to the printer.

Refresh Data

Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Print window was opened.

Adjust Margins

Opens the Adjust Margins dialogue, enabling you to reposition the data printed on pre-printed forms to fit within the provided fields. The unit of measure is inches where 0.10 represents 1/10 of an inch. Positive numbers will move the print to the right (horizontally) or down (vertically). Negative numbers will move the print to the left (horizontally) or up (vertically).

Go to Output Folder

Pressing this button will open the folder where the PDF files will be stored.

Advanced

Use this button to set advanced print settings.

9.5 Printing Adjustment Reports

A report showing all the adjustments made for each employee can be produced for the T4 slips. To generate this report, select **T4** from the **Reports** menu. Then choose **Adjustments** from this list of available reports. A dialog box will open which will allow you to select the companies for which you wish to print T4 Adjustment Reports. See [Setting Adjustment Options](#)⁷⁴ for further information. See [Contribution Rates and Constants](#)¹³² for the 2010 CPP/QPP, EI & QPIP values.

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Options

Detail/Summary

Select whether you want a detailed or summary Adjustment Report.

Sort slips by

Choose the order in which you wish the slips to print from the given options.

Refresh Data

Use this button to incorporate any additions, deletions or changes made to the company list or changes made to individual slips since the Printing Adjustment Report window was opened.

9.6 Printing Edit List Reports

A complete edit listing of all the slips can be produced for all types of slips. To generate this report, choose the type of slip from the **Reports** menu, and then select the corresponding **Edit List** from the list of available reports. A dialog box will open which will allow you to select the companies to print an Edit List Report for.

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Fields

Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report.

Options**Sort slips by**

Choose the order in which you wish the slips to print from the given options. The options will change, depending on the type of slip to be printed.

Layout

Select either the *Table* or *Memo* style of layout

Orientation

Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

Paper Size

Select whether you wish the report to print on *letter* or *legal sized* paper.

Margins

Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

9.7 Printing Company Summary

A Company List is a listing of the companies in the current database with the number of active and inactive slips of each type. Select **Company Summary** from the **Reports** menu to generate this report. A dialog box will open which will allow you to select which companies to include and other options.

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right.

Fields

Select one of the two options listed below:

- All - include all the fields available on the slip (report may print with a very small font to fit all data)
- Selected - print only those fields which you select

If you chose **Selected**, click on the box beside each field you wish to include in the report

Options**Sort companies by**

Choose the order in which you wish the companies to print - by name or by business number

Layout

Select either the *Table* or *Memo* style of layout

Orientation

Select whether you wish the report to print in the *Portrait* or *Landscape* orientation.

Paper Size

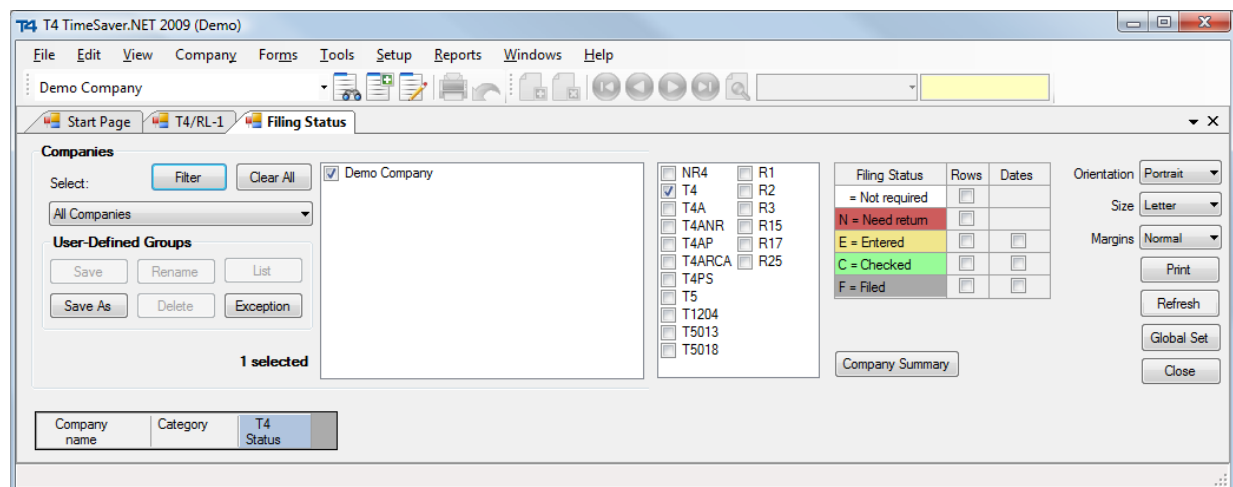
Select whether you wish the report to print on *letter* or *legal sized* paper.

Margins

Select one of the following margin options:

- Normal (Top and Bottom 1", Left and Right 1")
- Narrow (Top and Bottom 0.5", Left and Right 0.5")
- Moderate (Top and Bottom 1", Left and Right 0.75")
- Wide (Top and Bottom 1", Left and Right 2")

9.8 Printing Company Filing Status

T4 TimeSaver Enterprise Only**Company Filing Status**

The Filing Status button displays the "Filing Status" selection window which is used to filter data by filing status. Only selected data will be acted upon by the tool. Any combination of return types or companies

can be selected. Filing status options are:

- Not Required - No return is required
- Need Return - A return is required
- Entered - A return has been entered into T4 TimeSaver
- Checked - Data entered has been checked
- Filed - The return has been filed with the CRA and/or the Revenu Québec

Once you have made the desired selections you can click on the "Refresh" button to display the filing status for the selected employers in the lower half of the screen and the "Print" button will become active; allowing you to print the report.

Part X



10 Electronic Filing

10.1 Electronic Filing Preparation

NOTE: During setup you should complete the Electronic Filing page of the **User Setup Options** submenu of the **Setup** menu if you plan to submit returns electronically. Much of the information required by T4 TimeSaver for electronic file processing is contained there.

To access electronic filing, choose the type of slip required from the Reports menu and then Electronic Filing. The electronic filing dialog box will open and give you a number of options:

Companies

Select one of the options from the drop-down list:

- All Companies - print the slips for all companies in the current database
- Current Company - print the slips for only the current company
- Most Recently Used - print the slips for companies most recently included in any report
- Selected - print the slips for selected companies

The companies that match the selection you have made will be listed in the box on the left. If you chose **Selected**, click on the box beside each company you wish to select to put a check mark in the box and to have the company name appear on the list on the right. **Note: With T4 TimeSaver Basic, you may only select one Company at a time to file electronically. Submissions of multiple companies are enabled only with T4 TimeSaver Plus and T4 TimeSaver Enterprise.**

Return types

One type of return will be automatically marked when you open the Electronic Filing dialog box. You can include other types of returns by clicking on the checkbox beside the return type name. **Note: With T4 TimeSaver Basic, you may only select one Return Type at a time to file electronically. Submissions of multiple return types are enabled only with T4 TimeSaver Plus and T4 TimeSaver Enterprise.**

Filing Options

Destination

Choose the media by which the return(s) will be submitted to the CRA. Your options are: Internet, CD or DVD.

- Validation Report Only - data will be checked for consistency with the XML schemas provided by CRA and Revenu Québec; the Validation Report Only option will NOT produce an XML file but will find data errors that would cause an XML file to be rejected by the CRA or Revenu Québec
- Internet - data will be validated for consistency with CRA and Revenu Québec requirements and, if no errors are found, a file will be created on your hard drive (see the sections on [Internet Filing to CRA](#)^[105] and [Internet Filing to Revenu Québec](#)^[110] for details)
- CD or DVD - an XML file will be created on your hard drive which you may then copy to the appropriate drive using your own CD or DVD writing software (see the section on [CD or DVD Filing](#)^[111] for details); if you are filing more than 50 slips you cannot file on CD or DVD

NOTE: You must have access to a CD or DVD writer to successfully use this option.

Regardless of the destination you choose, T4 TimeSaver will validate your data to determine if there are any Critical or Warning errors. Errors that would result in a rejection of your submission will be listed in a Critical Error report and must be corrected before T4 TimeSaver will generate an XML file. Errors that can be corrected (but would not invalidate the submission if they were not) are displayed in a Data Validation Warnings report. The validation procedure is implemented whenever an electronic filing submission is processed, but it can also be run independently by selecting the Validation report only option.

Note: With T4 TimeSaver Basic you may only select the Internet as a destination for electronic filing. With T4 TimeSaver Plus and Enterprise you may select CD, DVD or Internet.

Slip Status

Each submission must contain either original returns or amended/canceled returns. Select "Original" to include all original returns of the type(s) selected from the selected company(ies) in your submission. Select "Amended and/or Canceled" to include all amended or canceled returns of the type(s) selected from the selected company(ies) in your submission.

Only process slips that are selected on the Advanced tab (*Enterprise only*)

Check the box marked "Only process slips that are selected on the Advanced tab" to create an electronic submission (XML file) containing only selected slips. You must also need check the box marked "Check to select this slip for special electronic filing" on the [Advanced Tab](#)^[70] on the data entry screen for the slip(s) to be included.

Validation Options

Select whether you wish to see detailed error messages supplied by the XML schema.

Transmitter Setup

Pressing this button will allow you access to the information stored on the [Electronic Filing](#)^[100] page of the [User Settings](#)^[135] submenu of [Setup](#)^[35] menu. You can add missing information or edit existing data. Clicking on the **OK** button will return you to the electronic filing dialog box.

Process

Pressing this command button will begin the processing of the electronic filing. A validation report will be generated and displayed; and can be printed if desired.

The screenshot shows a software window titled 'Electronic Filing Validation Report'. It has tabs for 'Start Page', 'Electronic Filing', and 'Validation Report'. Below the tabs are buttons for 'Critical Errors' (highlighted), 'Warnings', 'Print', 'Cancel', and 'Next ->'. A message states: 'Submission cannot be filed. Please see Critical Error Report.'

**Electronic Filing
Critical Error Report**

Database: C:\Users\Peter Rhebergen\Documents\T4 TimeSaver.NET 2009\Data\Demo.T09N
 Printed: 2/22/2010 at 10:50 AM
 Returns: T4
 Companies: DEMO

The items in this list **must** be corrected before filing the selected data electronically. Click [here](#) for information about using electronic filing validation reports.

Company	DEMO
Name on T4 Slip	, Peter A. [Edit slip]
Error Message	Employee surname - is missing.
Data as entered	Data is missing
XML Schema Error	The 'snm' element is invalid - The value ' ' is invalid according to its datatype 'char20Type' - The actual length is less than the MinLength value.

End of report.

Validation Report - Critical Errors

Processing of an electronic return will be halted if any Critical Errors are found. Critical Errors are those that would cause CRA or Revenu Québec to reject the electronic return. Processing of the electronic return can only continue if all Critical Errors have been repaired.

The screenshot shows the same software window, but the 'Warnings' tab is selected. The 'Next ->' button is now visible. A message states: 'View warnings, then click [Next] to proceed.'

**Electronic Filing
Validation Warnings**

Database: C:\Users\Peter Rhebergen\Documents\T4 TimeSaver.NET 2009\Data\Demo.T09N
 Printed: 2/22/2010 at 10:52 AM
 Returns: T4
 Companies: DEMO

The following items are warnings only and need not be corrected in order to file the selected data. However, while the data in your selection does technically pass CRA's validation requirements for filing electronically, items in this list may indicate other types of errors in the data. Click [here](#) for more information.

Company information for 'DEMO'

Address is missing.
Postal code is missing.

End of report.

Validation Report - Warning Errors

Pressing the Next button in the upper right of the Validation Report (available only if no Critical Errors have been found) will create the XML file. Once the XML file has been successfully created the Internet Filing dialogue will be displayed:

The screenshot shows a window titled "Electronic Filing" with a "Start Page" tab. The main text reads: "Your XML file is ready for submission. However, you must go to the CRA Internet filing page and follow the instructions there to submit the XML file. The upload is NOT automatic and T4 TimeSaver does NOT interact with the CRA Internet filing site. Once you have uploaded the file, you will receive a Confirmation of Receipt from CRA which you can enter on this page." Below this, it says "Select what you will do with this XML file and then click [Next].". Under the heading "Actions", there are three radio buttons: "I have submitted this file online to CRA. The submission number from the Confirmation of Receipt is:" (with an empty text box), "I will submit this file to CRA later.", and "This file will not be submitted. (T4 TimeSaver will delete it)". Below the actions is a text box for "Note about this submission:". A row of buttons includes "View XML File In Browser", "Go to File Location", "Move or Rename XML File", "Print Company List" (highlighted with a blue border), "Go to Internet Filing Web Site", "Cancel", and "Next ->". At the bottom, there are four text boxes: "XML submission file:" with the path "C:\Users\Peter Rhebergen\Documents\T4 TimeSaver.NET 2010\XML Output\004_Demo_Company.xml", "Account number:" with "472364033RP0001", "Web access code:" (empty), and "Internet filing web page:" with "http://www.cra-arc.gc.ca/esrvc-srvce/rf/xml/menu-eng.html".

Please note the message at the top of this screen: "Your XML file is ready for submission. However, you must go to the CRA Internet filing page and follow the instructions there to submit the XML file. The upload is NOT automatic and T4 TimeSaver does NOT interact with the CRA Internet filing site. Once you have uploaded the file, you will receive a Confirmation of Receipt from CRA which you can enter on this page."

Select what you will do with this XML file and then click [Next] - Here you will choose what you will do with the XML that has been created:

- I have submitted this file online to CRA. The submission number from the Confirmation of Receipt is... - Click this radio button if you have submitted, or will immediately submit, the XML file to CRA; once the XML file has successfully been submitted CRA will issue a Confirmation of Receipt number which you can enter on this page. You will use your Internet browser to submit the XML file to CRA.
- I will submit this file to CRA later - Click this radio button if you will not immediately be submitting the XML file to CRA but wish to retain the file for submission at a later date.
- This file will not be submitted (T4 TimeSaver will delete it) - Click this radio button if you will not be submitting the XML file to CRA; T4 TimeSaver will delete the XML file when you click NEXT button.

Note about this submission

Here you can enter any information you wish to record about this XML file.

Buttons - Select the appropriate button for the action you wish to take:

View XML File in Browser

This button will open the XML file for viewing in your default XML viewer (typically this would be your Internet browser). You will not be able to edit the file, it is presented for review purposes only. The reason that the format of the file will seem confusing is because XML is a machine/computer format and is not designed for easy human access.

Go to File Location

This button opens Windows Explorer at the location where T4 TimeSaver has saved the XML file allowing you to see all the XML files that have been created.

Move or Rename XML File

This button allows you to modify the name and location of the XML file.

Print Company List

This button prints a list of the company/ies included in the XML file.

Go to Internet Filing Web Site

This button will open your default Internet browser to the Internet filing page for the return/s included in the XML file. Refer to the [Internet Filing to CRA](#) ^[105] and [Internet Filing to MRQ](#) ^[110] sections for details on how to use the Internet filing pages.

Cancel

This button cancels the submission process, deletes the XML file and returns you to T4 TimeSaver.

Next

This button is only available when one of the three radio buttons on the top of the screen has been chosen; when clicked it will return you to T4 TimeSaver after confirming whether or not you wish to update the filing status for the company/ies included in the XML submission.

XML Submission File

The name and location of the XML file to be submitted to the CRA or MRQ. Retain this file and all reports for your records.

Account Number

The Business Number of the filing agency; this information is presented as a convenience only and cannot be use by T4 TimeSaver to login to the filing site.

Web Access Code

The Web Access Code used by filing agency; this information is presented as a convenience only and cannot be use by T4 TimeSaver to login to the filing site.

Business Number

The Business Number entered for the company or filing entity, this information is presented as a convenience only and cannot be use by T4 TimeSaver to login to the filing site

Internet Filing Page

The Internet site to which you must login in order to upload the XML submission file.

There is no need to submit a transmittal report (T619 form) with electronic returns.

Once the XML file has been submitted to CRA or MRQ you will be asked if you wish to print a report listing employers included in the XML file, we recommend that you print this report and retain it for your records.

10.2 Instructions for CRA Returns

The following instructions are provided here for a convenient reference. For complete details see the CRA website.

1. Electronic filing submissions may be made by Internet or on a media such as a CD, or DVD. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.
2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one. If you cannot obtain a Transmitter Number, use the default Transmitter Number of MM000000. You should be assigned a Transmitter Number for the subsequent year which you should use from then on.
3. Any combination of returns totalling over 50 slips are required by CRA to be file their submission over the Internet. Internet submissions may not exceed 150Mb; if your submissions is larger than 150Mb it

must either be compressed or split into separate submissions to fall below the 150Mb limit. The CRA encourages all employers who use computerized methods to generate returns to submit them to the CRA electronically.

4. An electronic filing submission may contain only one CD or DVD. It may contain more than one type of return* and it may contain returns for more than one company* (* **T4 TimeSaver Plus and Enterprise Only**). CD or DVD submissions cannot contain more than 50 slips. If you have multiple submissions each submission must be submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing. Submissions should be sent to:

Electronic Media Processing Unit
Ottawa Technology Centre
Canada Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

Telephone: 1-800-665-5164

5. Do not send CRA paper copies of any returns that have been filed electronically.

6. If corrections need to be made to a submission that has already been sent to CRA, create an electronic filing submission of the amended and/or canceled returns and submit it to the Electronic Media Processing Unit. Do not send any original returns in the same submission as amended returns.

10.2.1 Internet Filing to CRA

T4 TimeSaver is able to utilize CRA's URL for Internet filing of returns. Because the CRA website may be changed without notice the screen captures below may not be current.

When the Internet filing option is selected as the destination for the Electronic Filing submission an Internet Filing dialog box will appear once the Process button is selected. You will be warned if the file size exceeds the maximum of 150Mb allowed by CRA for Internet filing. Make note of the information given, and click the Go to Internet Filing Page button to continue. The following web page will be opened:



Canada Revenue Agency
Agence du revenu du Canada

Canada

Canada Revenue Agency
www.cra.gc.ca

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Search

Internet file transfer (XML)

If you use payroll, commercial, or in-house developed software to manage your business, you can submit files of up to 150 MB over the Internet using the Internet File Transfer application. Use this method to file original or amended T1204, T215, T3, T4, T4A, T4A (OAS), T4A (P), T4A-NR, T4E, T4RSP, T4RIF, T5, T5007, T5008, T5018, NR4, AGR-1, RRRSP Contribution Receipts Return, SAFER or TSFA information return..

Enter Internet file transfer (XML) secure Web site

[Need to retrieve your Web access code?](#)

Topics for Internet file transfer (XML)

- [How to file using Internet File Transfer](#)
- [XML technical specifications](#)
- [Download the CRA Schema](#)
- [How to Amend Returns using Internet file Transfer \(XML\)](#)

If you need more information, [contact us](#).

Related topics

- [Completing slips and summaries](#)
- [Filing due dates and penalties](#)
- [Balance due](#)

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[Important Notices](#)

<http://www.cra-arc.gc.ca/esrvc-srvce/ef/xml/menu-eng.html>

Click the Enter Internet File Transfer (XML) Secure Web Site, which will open the "Disclaimer - Internet File Transfer (XML)" page. You are encouraged to read all the terms and conditions on this page and you must click on the "I agree" at the bottom of the page before you can enter the Internet File Transfer site. Once you click on "I agree" the following webpage will open:

Canada Revenue Agency
www.cra.gc.ca

Internet File Transfer (XML)

To file your electronic information return you must provide the following information:

Step 1: Identification area

Your Account Number:

Note: Do not enter dashes or spaces in the Account Number.

AND

Your Web Access Code:

Note: Your Web Access Code contains letters which are identified with an asterisk "*" and must be entered in the same case as they appear on the correspondence you have received.

The Web Access Code and your Account Number are printed on the "File Your Information Returns Electronically" letter.

[Continue to step two](#)

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You will be prompted to enter:

- the Account Number of the company for which you are filing an Internet return
- and**
- the Web Access Code of that company

If you are submitting returns on behalf of multiple companies, you would enter:

- your company's Account Number
- and**
- your company's Web Access Code

Notes on the Account Number and the Web Access Code

- The Account Number and the Web Access Code are not interchangeable; they are two different numbers of two different formats used in two different capacities. Contact the CRA at **877-322-7849** if you have not received your Account Number or Web Access Code by the time you are ready to submit an electronic return.
- While the Account Number and Web Access Code are used to grant access to the Internet filing website, they do not serve to identify the entity submitting the XML file; identification information is contained within the XML file and is taken from the [Electronic Filing Page](#)^[127] (accessed through [User Settings](#)^[135] under the [Setup](#)^[35] menu).

Once the appropriate Account Number and Web Access Code have been entered and validated you will

be taken to the following webpage

Canada Revenue Agency
Agence du revenu du Canada

Canada

Canada Revenue Agency
www.cra.gc.ca

Français Home Contact Us Help Search canada.gc.ca

Return to Filing
Information
Returns
Electronically

Return to filing
other types of
returns

Need to retrieve
your Web access
code?

Internet File Transfer (XML)

Step 2: Attaching your return

In the space provided below, enter the full name and path of the file in which your return is saved. Or click the **Browse** button to locate your file.

Your electronic information return will be saved by your software (example: **filename.XML**). This service also allows you to submit a compressed file containing only one XML file (example: **filename.ZIP**).

Location of return:

Step 3: Declaration

I certify that the attached return is complete and accurate.

Note: Please click the "I agree. File my return" button once only, and wait for a submission number to show. Keep this number with your records.

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Here you will be prompted to upload the XML file created by T4 TimeSaver that contains the company data in XML format to the CRA website. The XML file will be located in T4 TimeSaver's XML Output folder. This folder can be located by using the FILE LOCATIONS option under the SETUP menu in T4 TimeSaver. T4 TimeSaver saves all XML files in the following format:

COMPANY_NAME_xxx.XML

where "COMPANY_NAME" is the name of the company for which the file has been created with all space characters replace by an underscore character; "xxx" is a sequential number applied by T4 TimeSaver to ensure that older files are not overwritten, and "XML" is the default file type designator required by CRA. If the submission is for multiple companies, "COMPANY_NAME" will be replaced by "MULTIPLE_COMPANIES."

T4 TimeSaver Plus and Enterprise are able to batch submit returns for multiple companies and multiple return types over the Internet in a single file which can be no larger than 150Mb in size (if your file is larger than 150Mb you can either compress it or split your return into sections). In this case you must use:

- **either** your company's Transmitter Number **or** Account Number (Business Number)
- **and** your company's Web Access Code

to access the CRA website as you are acting as an agent for multiple companies.

T4 TimeSaver Lite and Basic are limited to submitting single returns over the Internet for a single company at a time. As above, the file can be no larger than 150Mb in size. If you are using one of these T4 TimeSaver versions to file electronic returns for a significant number of clients it may be in your best interest to upgrade to the T4 TimeSaver Plus or T4 TimeSaver Enterprise.

Making a Payment

If you must make a payment with your submission you can visit CRA's [My Payment website](#); if your financial institution is supported you can setup your payment options as necessary.

10.3 Instructions for MRQ Returns

The following instructions are provided here for convenient reference. For complete details see the Revenu Québec website.

1. Electronic filing submissions may be made by Internet or on a media such as a CD or DVD. CD or DVD submissions may not contain more than 50 slips. A complete electronic filing submission contains the transmitter identification as well as the slip and summary information for each return. No paper forms are required with the submission.
2. Anyone making an electronic filing submission must have a Transmitter Number. If you do not have a Transmitter Number, contact the CRA at 1-800-665-5164 to be assigned one.
3. Returns for employers filing over 500 returns are required by Revenu Québec to be filed electronically. It may be sent either via the Internet or on a CD or DVD, however Internet submissions may not exceed 150Mb. If the transmission exceeds 150Mb, contact the [Division de l'acquisition des données électroniques](#) (866-814-8392) for information on how to proceed.
4. An electronic filing submission may contain only one CD or DVD. It may contain a single return type and it may contain returns for only one company. If you have multiple submissions each submission must be submitted in a separate envelope. Multiple envelopes may be taped together for simplified mailing. Submissions should be sent to:

Direction générale du traitement et des technologies
Revenu Québec
3800, rue de Marly, secteur 2-2-0
Québec (Québec) G1X 4A5

Telephone: 418 659-1020 or 1 866 814-8392
Fax: 418 646-0713

Email: edi@Revenu.Quebec.gouv.qc.ca

5. Do not send Revenu Québec paper copies of any returns that have been filed electronically.
6. If corrections need to be made to a submission that has already been sent to Revenu Québec, contact the department above for further information.

10.3.1 Using Serial (Relevé) Numbers in Electronic Returns

The Revenu Québec assigns serial numbers to filers of electronic returns, as opposed to paper returns where serial numbers are assigned to ELM Computer Systems and re-distributed among T4 TimeSaver users. You have the option to set the electronic serial number by using the Set Serial Number button on the Electronic Filing screen for the Relevé in question; simply click on this button and you will be able to enter the appropriate serial number from the range assigned to you by the Revenu Québec.

Relevé slips will display two serial numbers:

- The top serial number is associated with the magnetic media submission and is assigned when you process the XML output, not when the slips are printed. Setting the starting serial number does not assign the numbers to the slips.
- The bottom serial number is associated with the paper copy and is assigned when the forms are printed

The procedure to ensure that both serial number print correctly on any paper Relevé slips would be to:

- Enter the slips into T4 TimeSaver
- Check for errors in data entry
- Process the electronic filing submission file (This assigns the top serial number)
- Print the slips – this will assign the bottom serial number. Since the XML processing was done first, both serial numbers will print

10.3.2 Internet Filing to MRQ

T4 TimeSaver is able to utilize Revenu Québec's URL for Internet filing of Relevé returns. Because the Revenu Québec website may be changed without notice the screen captures below may not be current.

When the Internet filing option is selected as the destination for the Electronic Filing submission an Internet Filing dialog box will appear once the Process button is selected. You will be warned if the file size exceeds the maximum of 150Mb allowed by the Revenu Québec for Internet filing. Make note of the information given, and click the Go to Internet Filing Page button to continue. The following web page will be opened:



http://www.revenu.gouv.qc.ca/en/sepf/services/sgp_rl_Internet/default.aspx

Click the Access to service button, which will open a logon page where you will enter the username and password assigned to your firm by the Revenu Québec. Once this information has been entered and validated you will be prompted to upload a file containing the company data in XML format to the Revenu Québec website.

Here you will be prompted to upload the XML file created by T4 TimeSaver that contains the company data in XML format to the Revenu Québec website. The XML file will be located in T4 TimeSaver's XML

Output folder. This folder can be located by using the FILE LOCATIONS option under the SETUP menu in T4 TimeSaver. T4 TimeSaver saves all XML files in the following format:

COMPANY_NAME_XXX.XML

where "COMPANY_NAME" is the name of the company for which the file has been created with all space characters replaced by an underscore character; "xxx" is a sequential number applied by T4 TimeSaver to ensure that older files are not overwritten, and "XML" is the default file type designator required by Revenu Québec. If the submission is for multiple companies, "COMPANY_NAME" will be replaced by "MULTIPLE_COMPANIES."

T4 TimeSaver Plus and Enterprise are able to batch submit returns for multiple companies and multiple return types over the Internet in a single file which can be no larger than 150Mb in size.

T4 TimeSaver Lite and Basic are limited to submitting single returns over the Internet for a single company at a time. As above, the file can be no larger than 150Mb in size. If you are using one of these T4 TimeSaver versions to file electronic returns for a significant number of clients it may be in your best interest to upgrade to the T4 TimeSaver Plus or T4 TimeSaver Enterprise.

10.3.2.1 Revenu Québec Internet Filing Limitations

The following information is taken from the Revenu Québec document IN-800-V:

4.1.1 Online

The combined file size of all transmitted data must not exceed 150 megabytes (150 MB). If the transmission exceeds this limit, contact the Division de l'acquisition des données électroniques for information on how to proceed.

Important

The transmission of data whose combined file size is less than 150 MB may still encounter certain problems for which Revenu Québec is not responsible. **These problems may occur if the equipment you use performs poorly, if you have a low-capacity Internet connection or if you try to submit the data during the final hours before the deadline.**

To send files online, go to our website and click on the **Online Services, Forms and Publications** tab, followed by **Services**. Under **Tax Categories**, click **Filing RL-slips** and select **Internet Transmission of RL- Slips**, then click on

Access to service. Complete the on-screen form and click **Continue**. Click **Browse**, then select your file. Before clicking **Submit**, make sure that you have selected the correct file. You will automatically receive an acknowledgement of receipt along with a reference number, confirming that we have received your transmission. We will mail you a validation report for the file once we finish processing your transmission. You may also contact us to obtain the results of the validation.

4.1.2 Electronic media

Record **only one file containing one type of RL- slip and one type of package per electronic medium**. For example, you would record file A containing original RL-1 slip data on one CD-ROM, file B containing original RL-2 slip data on another CD-ROM, and file C containing amended RL-1 slip data on a third CD-ROM. Each record must comply **completely** with the format described in section 5. Please note that CD-ROMs and DVDs will not be returned to you.

10.4 Filing on CD or DVD

T4 TimeSaver Plus & Enterprise Only

When the CD or DVD option is selected as the destination for the Electronic Filing submission you will be prompted to enter the Submission Sequence Number. This is a number from 1 to 999 that will identify the sequence of submissions that you submit to the CRA as a transmitter. Regardless of your

client, enter "1" for your first submission, "2" for your second, etc. The number you enter will be included in the filename so CRA will know that it is a unique submission. Enter the appropriate number as requested and click the OK button.

If you enter a duplicate number you will be warned that the filename already exists and given the opportunity to keep the sequence number you have entered and overwrite the existing file (if you did not submit the original and are re-doing the submission) or to change the sequence number (if the sequence number was entered incorrectly).

You will then be given the path and filename of the file to be sent to CRA. Make careful note of this information.

View XML File in Browser

Click this button to see the file that will be sent to CRA.

Print Company List

This company list can be used to track which companies have been filed on which submission. Keep this for your own records, there is no need to send a copy to CRA with your submission.

Creating the submission CD or DVD

Using your own software, burn the indicated file onto a CD or DVD. Label the CD or DVD with your name and telephone number so that the CRA can contact you if you need to re-file your submission. Provide complete external labeling showing the transmitter's name and telephone number, the Transmitter Number and your submission file name.

Part XI



11 Using Tools to Manipulate Data

11.1 Merge Companies

The screenshot shows the 'Merge Companies' dialog box. It contains three sections for selecting companies and a database. The 'Company 1' section has a 'Database' button and a 'Company' dropdown. The 'Company 2' section also has a 'Database' button and a 'Company' dropdown. The 'New Company' section has a 'Database' button and a 'Company' text input field. At the bottom, a note states: 'Note: Company and summary information (address, contacts, etc.) will be retrieved from Company 1.' There are 'Merge' and 'Close' buttons at the bottom right.

Use the Merge Companies function to merge two companies as a third company. The companies to be merged can be selected from any existing database(s) accessible to T4 TimeSaver. The resulting company containing the merged data must not already exist in the database in which it will be stored, which can also be any existing database accessible to T4 TimeSaver.

To merge two companies into a new third company you must first select the database containing the first company by clicking on the "Database" button in the "Company 1" area and using the "Company" selection box to choose the desired company. Do the same in the "Company 2" area to select the second company to be merged. Finally, in the "New Company" area, select the database to which the resulting company will be saved and enter the name of the resulting company in the "Company" field. If the resulting company already exists in the selected database the Merge will not take place; either a new and unique company name must be entered or a [new database](#)⁴⁷ chosen to store the resulting company.

Changes made using this tool cannot be reversed.

11.2 Transfer Companies

The screenshot shows the 'Transfer Companies' dialog box. It features a 'Companies' section with 'Filter' and 'Clear All' buttons, a 'Current Company' dropdown, and 'User-Defined Groups' buttons (Save, Rename, List, Save As, Delete, Exception). There is a 'Filing Status' button and '1 selected' text. The 'Destination Database' section has a 'Browse' button. The 'Options' section has a checkbox 'Remove companies from source after transfer'. At the bottom are 'Transfer' and 'Close' buttons.

Use the Transfer Companies function to transfer one or more companies from the current database to another database. Set the destination database by selecting any existing database. Indicate which company(ies) you wish to transfer using the Select, Unselect, Select All, and Unselect All buttons. As companies are added to the transfer list they will be displayed in the box on the right.

Options

Remove companies from source after transfer

If this option is checked, information for the transferred companies will exist only in the destination database; it will be removed from the source database. If this option is not checked, information for the transferred companies will exist in both the source database and the destination databases.

11.3 Global Changes

11.3.1 Adjustment Options

Use the Global Changes - Adjustment Options tool to modify the adjustment options for any combination of companies in the current database. The adjustment options on this screen will be applied to all selected companies for all sections where the **"Change these settings"** box has been checked.

To make adjustments using the new adjustment options you must run the [Adjustment Report](#) ⁹⁴.

See the following sections of this guide for detailed descriptions of each adjustment option.

[CPP/QPP Adjustment Options](#) ⁵⁶

[EI Adjustment Options](#) ⁵⁷

[PPIP Adjustment Options](#) ⁵⁷

[Transfer of Over-Remittance](#) ⁵⁸

[Other Options](#) ⁵⁸

Changes made using this tool can not be reversed.

11.3.2 Contact Information

The screenshot shows the 'Global Changes - Contact Info' window. It has a 'Companies' section at the top left with 'Filter' and 'Clear All' buttons, a 'Current Company' dropdown, and 'User-Defined Groups' buttons (Save, Rename, List, Save As, Delete, Exception). A 'Filing Status' button and '1 selected' indicator are also present. To the right is a list of companies with 'Sample Company' selected. Below this is a 'Summaries to be Changed' section with 'Select All' and 'Clear All' buttons, and a list of return types (NR4, T4, T4A, T4ANR, T4AP, T4ARCA, T4PS, T5, T1204, T2202A, T5013, T5018, R1, R2, R3, R8). To the right of this are two sections: 'New Contact Information' and 'New Certification Information', each with a 'Change' checkbox and input fields for various fields (First name, Last name, Area code, Phone number, Extension, Name, Position). At the bottom right are 'Apply' and 'Close' buttons.

Use the Global Changes - Contact Information tool to modify the contact information on the summaries of any or all return types that exist for any or all companies in the current database. Selected companies will appear in the box on the right. The return types to which the changes will be applied can be selected from the table at lower left. Updated contact and certification information can be entered as appropriate in the fields under the headings **New Contact Information** and **New Certification Information**. Clicking on "Apply" will apply the changes to all selected companies and return types.

Changes made using this tool can not be reversed.

11.3.3 Slip Information

The screenshot shows the 'Global Changes - Slips' window. It has a 'Companies' section at the top left with 'Filter' and 'Clear All' buttons, a 'Current Company' dropdown, and 'User-Defined Groups' buttons (Save, Rename, List, Save As, Delete, Exception). A 'Filing Status' button and '1 selected' indicator are also present. To the right is a list of companies with 'Sample Company' selected. Below this is a 'Slips to be Changed' section with 'Select All' and 'Clear All' buttons, and a list of return types (NR4, T4, T4A, T4ANR, T4AP, T4ARCA, T4PS, T5, T1204, T2202A, T5013, T5018, R1, R2, R3, R8, R15, R17, R25). To the right of this is an 'Options' section with checkboxes for 'Change tax year to' (set to 2009) and 'Initialize slips (zero amounts, remove "Amended" etc.)'. At the bottom right are 'Apply' and 'Close' buttons.

Use the Global Changes - Slip Information tool to modify the taxation year and/or initialize data on slips of any or all return types that exist for any or all companies in the current database. Selected companies will appear in the box on the right. The return types to which the changes will be applied can be selected from the table at lower left. The desired changes can be entered as appropriate in the fields on the right. Clicking on "Apply" will apply the changes to all selected companies.

Changes made using this tool can not be reversed.

Options

Change tax year to...

The year on all selected slips will be changed to the year indicated when this box is checked.

Initialize slips (zero amounts, remove "Amended" etc.)

Check this box to initialize all selected slips to contain only name and address information.

11.4 Import Data

T4 TimeSaver Plus & Enterprise Only

If you have information in a payroll package or another tax slip preparation software product, it may be possible to import this information into T4 TimeSaver. If the software allows you to export to a spreadsheet or text file, you can use the Import from Excel File feature to import your slip data. Or, if the software will create an XML file suitable for submission to the CRA, you can use the Import from Payroll feature to import your slip data.

11.4.1 Import from Excel File

T4 TimeSaver Plus & Enterprise Only

(T4 TimeSaver Basic imports only the first three records of Excel data for evaluation purposes)

Instructions

1. Export your data to an Excel spreadsheet. Using T4 TimeSaver Plus each sheet in the spreadsheet may contain data for one company and one type of slip only. (Example: sheet 1 contains T4/RL-1 data for Company1, sheet 2 contains T4A data for Company1, sheet 3 contains T4/RL-1 data for Company2, etc.). When using T4 TimeSaver Enterprise each sheet in the spreadsheet can contain multiple companies by entering the company name(s) in the COMPANY.NAME1 column to distinguish between the companies that each slip will be imported into. Each sheet will be imported separately.

2. Insert a column to the far left so that the first column, A, is blank.

3. Insert a row at the top so that the first row, 1, is blank.

4. Designate the type of data being imported by entering one of the keywords shown in this table into every cell in column A.

Enter this text...	If the row contains...
Company	Company information
NR4	NR4 information
T1204	T1204 information
T2200	T2200 information
T2202A	T2202A information
T3	T3 information
T4	T4 and/or RL-1 slip information
T4A	T4A slip information

T4ANR	T4A-NR information
T4AP	T4AP information
T4ARCA	T4ARCA information
T4PS	T4PS information
T4RIF	T4RIF information
T4RSP	T4RSP information
T5	T5 and/or RL-3 slip information
T5007	T5007 slip information
T5013	T5013 information
T5018	T5018 information
R2	RL-2 information
R8	RL-8 information
R15	RL-15 information
R16	RL-16 information
R17	RL-17 information
R25	RL-25 information

5. Complete the first row for each block of information by adding the headings that T4 TimeSaver expects to find for that type of information. See [Headings for Import Files](#) ⁽¹⁵⁰⁾ for details about headings for each type of slip information.) For example, the first row for a list of T4 slips might contain only the following headers, which (other than column A) do not need to be in any specific order:

T4 LASTNAME FIRSTNAME ADDRESS1 CITY PROV POSTAL SIN
TAXYEAR INCOME TAX CPP EI

6. Make sure that the contents of each column match the headings you just added. For example, if the city and province are in one column, you need to move the province to the PROV column and the city to the CITY column. Our sample spread sheet would look something like this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN	TAXYEAR	INCOME	COMPANY.NAME1
	Aarons	Aldo	A	1 Apple Court	Apt. 1	Acton	ON	A1A1A1	CAN	123456789	2009	10,000.00	ABCDE Company
	Brown	Bob		2 Birch Street		Barrie	ON	B2B2B2	CAN	234567890	2009	20,00.20	ABCDE Company
	Clark	Carl	C	3 Cedar St.		Collingwood	ON	C3C3C3	CAN	345678901	2009	33,333.33	ABCDE Company
	Dickson	Daryl	D	4 Delaware Dr.	Suite 4	Durham	ON	D4D4D4	CAN	456789012	2009	4,000.00	ABCDE Company
	Emery	Ellen	E	5 Everett Ct.		Ewing	ON	E5E5E5	CAN	567890123	2009	55.05	ABCDE Company
	French	Fred		6 Fir Drive		Fergus	ON	F6F6F6	CAN	678901234	2009	6,000.60	FGH Corporation
	Gundeson	George	G	7 Gray Road	Unit 7	Grimsby	ON	G7G7G7	CAN	789012345	2009	777.00	FGH Corporation
	Henstock	Hazel	H	8 Hettersley Circle		Hamilton	ON	H8H8H8	CAN	890123456	2009	88,008.80	FGH Corporation

There is no need to include columns for every heading listed in the appendix. Only include the headings for which you have data. Additionally, if you have a column of data in your spreadsheet that you do not wish to import, you can either delete the column, or give it the heading "NULL". Any column headed NULL will be ignored by the import process.

COMPANY.NAME1 (T4 TimeSaver Enterprise Only)

The COMPANY.NAME1 is an optional field and is used exclusively by T4 TimeSaver Enterprise to enable importing data for multiple payers/employers/companies. To use this field simply enter the name of a company already existing in the T4 TimeSaver database for each slip to be imported to that company and the data will be saved to the appropriate company during import. COMPANY.NAME1 is a text field that can contain up to 30 characters.

7. Save and close the Excel spreadsheet. **All instances of the import file must be closed before continuing to the next step.**

8. Start T4 TimeSaver. From the **Tools** menu, choose **Import** and then **Import from Excel File**.

9. Browse to the location of the Excel file you just created.

10. Indicate which sheet in the spreadsheet you wish to import data from. The **Type of data records in this sheet** field should indicate the correct data type automatically.

11. **T4 TimeSaver Enterprise Only** - Indicate whether you wish to **Import into current company**, **Import into a new company** or **Import into companies in the Company.Name1 column**. If you select **Import into a new company**, you will be prompted for a new company name. You will need to edit the company profile at a later time to complete the data entry for the company information. If you select **Import into companies in the Company.Name1 column**, the data for each slip will be imported into the company indicated in the Company.Name1 column.

12. Click **Import**.

What happens

T4 TimeSaver adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, T4 TimeSaver updates the T4 summary with the totals of all 25 slips.

Add/Update Options (T4 TimeSaver Enterprise Only)

T4 TimeSaver Enterprise enables data import at a far more granularly than lower T4 TimeSaver versions. Using T4 TimeSaver Enterprise it is possible to import data into an existing company without overwriting all the data for that company.

Add/Update Option - Add new slips to the database

Data for the slip in question will be added to the data existing in T4 TimeSaver Enterprise as a new slip. If the slip already exists in the T4 TimeSaver database it will be overwritten

Add/Update Option - Update existing slips based on linking field

This option will update existing data in the T4 TimeSaver Enterprise by use of the linking field. The linking field can be any field that is unique to each recipient; such as SIN. During the import existing data for the recipients indicated by the linking field will be updated with the data appearing in the import file. If no existing recipient is found matching the linking field you can use the **When linking field is missing**

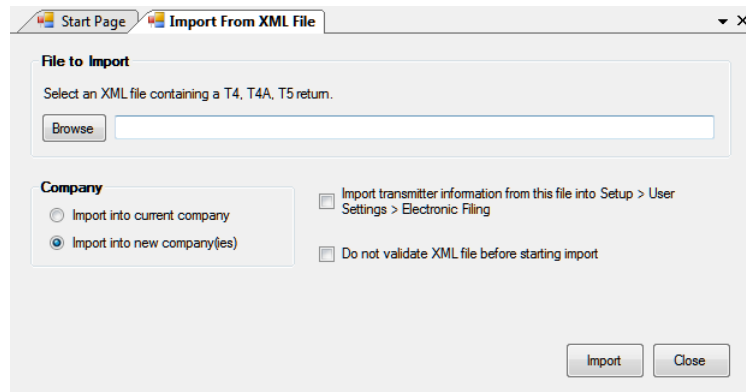
or not found option to either stop processing the import data or skip the record for which no linking field is found.

11.4.2 Import from XML File

T4 TimeSaver Plus & Enterprise Only

Use the XML Import tool to import T4, T4A or T5 data from an XML file

From the **Tools** menu, choose **Import** and then **Import from XML File**.



Browse to the location of the XML file you wish to import T4, T4A or T5 data from. Any XML file meeting the electronic data submission requirements of the CRA may be imported. In rare cases the import from XML will fail due to inconsistencies between the source data and CRA requirements.

Import into current company

Imports data into a company already existing in the current database.

Import into a new company.

Imports data into new companies in the current database. You will be prompted to enter company names into which to import the data; once the import has completed you must edit the company to complete the data entry of the company information.

Import transmitter information from this file into Setup > User Settings > Electronic Filing

If selected, imports transmitter information included in the source XML file into the current database.

Do not validate XML file before starting import

If selected, validation of the source XML data will be skipped; otherwise imported data will be checked for errors.

Import

Begins import.

What happens

T4 TimeSaver adds the slip data to the company you indicated. If there are already slips of this type in the company, the imported data will be added after the existing slips. A summary for the return will be created or updated as required. For example, if you have a company with 10 T4 slips and you import a list of 15 more T4 slips, T4 TimeSaver updates the T4 summary with the totals of all 25 slips.

11.4.3 Open Excel Templates

T4 TimeSaver Plus & Enterprise Only

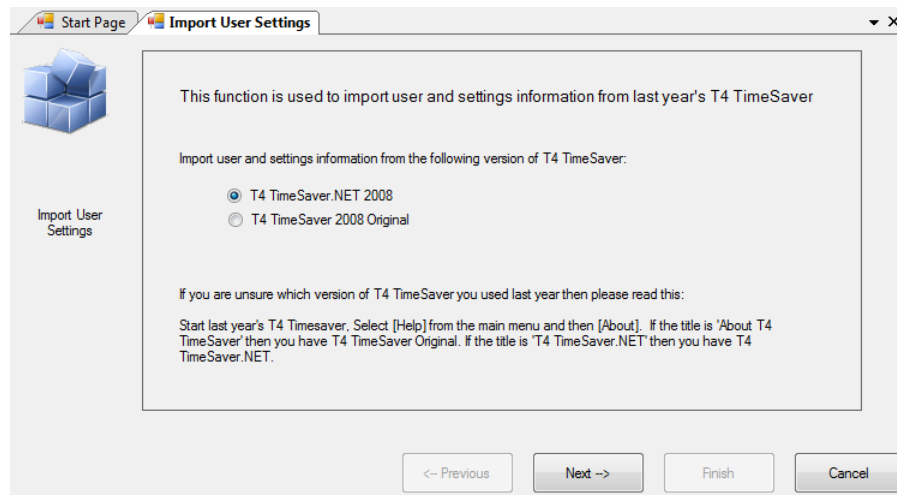
This menu item opens the Excel import templates using your default spreadsheet editor. The templates were installed with T4 TimeSaver in a subfolder named DB in the same folder where T4 TimeSaver was installed. Use the Excel import templates as a guide in creating an import file that can be used to import data from third party applications into T4 TimeSaver.

Note: Use your spreadsheet editor's "Save As" function to save the spreadsheet containing your data under a different filename. Failure to do this will cause the Excel import template to be overwritten by the file containing your data; making your import data available to all other users of T4 TimeSaver (as well as permanently deleting the Excel templates).

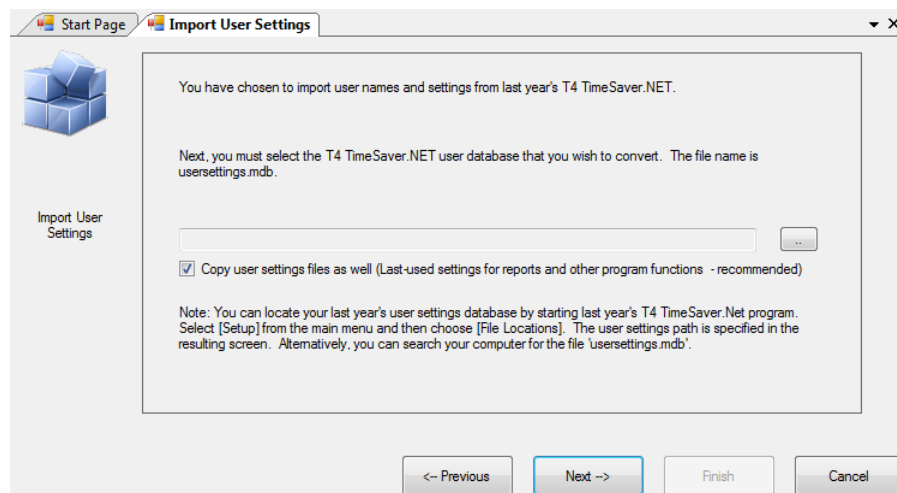
11.5 Import User Information from Last Year's T4 TimeSaver

T4 TimeSaver Plus & Enterprise Only

Available only to the System Administrator. The Import User Information from Last Year's T4 TimeSaver function allows the system administrator to import 2009 T4 TimeSaver Original and 2009 T4 TimeSaver user settings into the 2010 T4 TimeSaver.

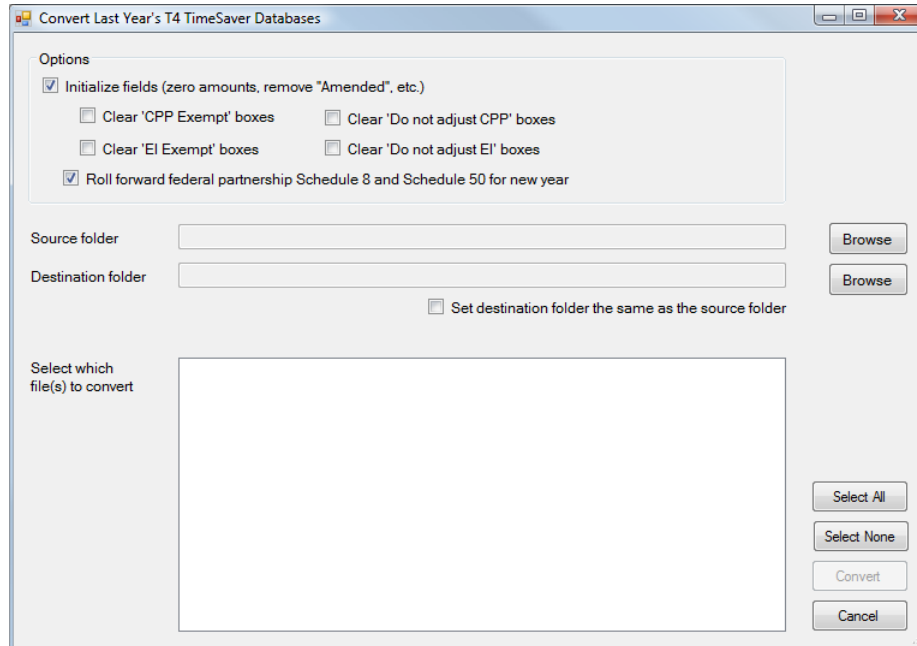


The first screen will present a choice between importing 2009 T4 TimeSaver Original or 2009 T4 TimeSaver user settings and also gives instructions on how to determine which T4 TimeSaver version you were using in 2009.



The second screen allows you to specify the location of the file containing the user settings for 2009 and also gives instructions on how to determine the location of this file. Once a valid user settings file has been selected you can click on the "Next" button to complete the import.

11.6 Convert Databases



The Convert Databases function converts "T09N" (T4 TimeSaver) databases into a "T10N" database of the same name. Use this function to maintain the company and employee data.

Options

You can choose to set all dollar values to zero and to remove any "amended" markers by checking this box. Otherwise, all dollar values will be maintained and amended slips will still be labeled amended. Check in the appropriate box(es) if you want to clear the CPP exemption fields, the EI exempt fields, the T5013 Details boxes and/or to initialize the partnership forms. Please note that the option to **"Roll forward federal partnership Schedule 8 and Schedule 50 for new year"** is available only in T4 TimeSaver Plus or Enterprise.

Select Source Folder

Choose the drive and directory that contains the 2007 databases you wish to convert. T4 TimeSaver will automatically find and list all the files having a "T09N" (T4 TimeSaver) extension. The 2009 database will not be deleted; instead, a new "T10N" database will be created.

Select Destination Directory

Choose the drive and directory in which you wish to store the 2010 database. The directory can be the one containing the 2009 database or you can create a new one each year.

Select Data file(s) to be Converted

Highlight the file(s) you wish to convert. T4 TimeSaver will create a new file with the same name but with a "T10N" extension in the same directory as the original 2009 database. Only the highlighted file(s) will be converted when the **Convert** button is clicked.

11.7 Remove Slips

The 'Remove Slips' window is shown with the following details:

- Companies:** A list with 'Sample Company' selected. Buttons: Filter, Clear All.
- User-Defined Groups:** Buttons: Save, Rename, List, Save As, Delete, Exception.
- Types of Slips to Remove:**
 - Select All, Clear All buttons.
 - Slip types: NR4, T4, T4A, T4ANR, T4AP, T4ARCA, T4PS, T5, T1204, T2202A, T5013, T5018, R2, R8, R15, R17, R25.
- Option:** ☐ Remove inactive slips only.
- Instructions:** To remove inactive slips only (slips with no dollar amounts), check the box above. Note that RL-1 slips will be removed with T4 slips, and RL-3 slips will be removed with T5 slips.
- Buttons:** Remove, Close.

The Remove Slips function allows you to remove all slips of any type for any company in the database.

Option

When "Remove inactive slips only" is checked only inactive (non-zero) slips will be removed.

Changes made using this tool cannot be reversed.

11.8 Event Viewer

T4 TimeSaver Enterprise Only

The 'Event Viewer' window is shown with the following details:

- Companies:** A list with 'Sample Company' selected. Buttons: Filter, Clear All.
- User-Defined Groups:** Buttons: Save, Rename, List, Save As, Delete, Exception.
- Buttons:** Refresh, Print, Close.
- Orientation:** Portrait.
- Size:** Letter.
- Margins:** Normal.
- Show events from:** 1/ 1/2009.
- Show events to:** 10/ 8/2009.
- Events Table:**

Date	Event	User	Company	Event Type	Return type	Details
10/8/2009 10:56 AM	New company added	Single	Sample Company	Company		
9/17/2009 4:04 PM		MANUAL		Database		
9/17/2009 3:35 PM	Database created as F:\Users\PETER\T4N\Data\Sample.T09N	MANUAL		Database		

The Event Viewer gives an administrator the tools necessary to prepare detailed reports on significant events occurring during the use of T4 TimeSaver Enterprise. It is intended to serve as an aid to data entry analysis and can also assist in forensic analysis of system performance.

Note: In situations where both English and French are (or have been) used as the default language of the T4 TimeSaver you may notice that English and French events could be interspersed with each other. This is not a bug in T4 TimeSaver but is the result of the event database being filled by either English or French events; depending on which language was in use at the time.

11.9 Create Slips from Another Type

Currently under development

The Create Slips from Another Type function converts is used to create slips of one type (ie: T5) from already existing slips of another type (ie: T4). Use this function to rapidly create slips in situation where various slip types share an identical or nearly identical set of recipients. Slips of another type can only be created within a single company; you cannot copy slip information from one company into another company.

Company

Specify the company within which to create the new slips from slips already existing within that company.

Type of slips to copy from

Use the drop-down box to select the type of already existing slip containing the data to be copied.

Type of slips to create

Use the drop-down box to select the type of slip to create from the existing data.

Slips to be Copied

Use the **Select All** button to select all slips of the type to be copied or select slips individually. You can use the **Clear All** button to clear your selection and start over.

Once the correct slips have been selected you can use the **Create Slips** button to create the new slips from the selected slips.

Part XII



12 Using Setup to Configure T4 TimeSaver.NET

12.1 User Settings

For the Plus and Enterprise versions of T4 TimeSaver, each user may set their own default preferences in a number of areas, such as New Company, T4 Adjustment, Data Entry and Electronic Filing options. These user settings are linked to the User Name used when logging in to T4 TimeSaver.

12.1.1 New Company Defaults Page

Complete the **New Company Defaults** page. This information will be automatically entered into each new company you set up. You may override these defaults for individual companies as you set them up.

The screenshot shows the 'User Settings' dialog box with the '1) New Company Defaults' tab selected. The dialog has a title bar with 'Start Page' and 'User Settings' tabs, and 'Cancel' and 'Close' buttons. The main area contains several input fields and sections:

- Contact Information on All Summaries:**
 - First name: [text box]
 - Surname: [text box]
 - Area code / phone #: [text box] [text box] Ext. [text box]
- Other Information:**
 - Default province of employment: [dropdown menu]
 - User name: MANUAL
- Certification Section on All Summaries:**
 - Authorized person: [text box]
 - Position or office: [text box]
- Note:** Information on this tab will be copied to each new company you set up.

12.1.2 T4 Adjustment Defaults Page

Complete the **T4 Adjustment Defaults** page. The information on this page will be copied to the **T4 Adjustment Options** page of the **Company Information** window for each new company. See further information in [Adjustment Options](#)⁵⁵ regarding how to set the adjustments options to best suit your needs.

The screenshot shows the 'User Settings' dialog box with the '2) Adjustment Options' tab selected. The dialog has a title bar with 'Start Page' and 'User Settings' tabs, and 'Cancel' and 'Close' buttons. The main area contains several input fields and sections:

- CPP/QPP Adjustment Options:**
 - ☒ Adjust if over maximum/under required minimum
 - ☐ Adjust based on number of pensionable weeks
 - Maximum number of pensionable weeks: [text box] 52
- EI Adjustment Options:**
 - ☒ Adjust EI premiums if over annual maximum
 - ☒ Adjust EI premiums based on insurable earnings
 - ☐ Adjust insurable earnings based on EI premiums
- PPIP Adjustment Options:**
 - ☐ Adjust PPIP premiums if over annual maximum
 - ☐ Adjust PPIP premiums based on insurable earnings
 - ☐ Adjust insurable earnings based on PPIP premiums
- Transfer Over-Remittance:**
 - When adjustments reduce total deductions for the company, the over-remittance may be transferred to the tax of an owner or shareholder.
 - ☐ Maintain the net pay of the owner/shareholder by increasing the gross pay of the amount added to the tax.
- Other Adjustment Options:**
 - Adjust CPP/EI/PPIP differences greater than \$ [text box] 1.00
 - ☐ Adjust CPP/EI/PPIP to calculated amounts even if there is insufficient tax to offset the adjustment.
 - If yes, enter the maximum amount by which tax may be reduced. [text box] 9,999.99
- Note:** Settings on this tab will be copied to each new company you set up.

12.1.3 Data Entry Pages

Each of the data entry pages contains check boxes corresponding to the boxes on the data entry form. As you enter slip information, it may not be necessary for you to enter information into each box as some may be left blank or they may contain a default value. Place a check mark beside the name of each box where you want the cursor to stop and remove the check mark from beside any box where you do not require the cursor to stop.

The following is a sample of the T4 Data Entry page:

User Settings

1) New Company Defaults 2) Adjustment Options **3) Data Entry** 4) Electronic Filing 5) Options

T4 T4A T5 RL-1 RL-3

When entering T4 slips, the cursor will automatically move to the selected boxes.

☒ Employee name	☒ 17 QPP contributions	☒ 55 PPIP premiums
☒ Address line 1	☒ 18 EI premiums	☒ 56 PPIP insurable earnings
☒ Address line 2	☒ 20 Pension plan contributions	☒ Other information #1
☒ City	☒ 22 Income tax deducted	☒ Other information #2
☒ Province	☒ 24 EI insurable earnings	☒ Other information #3
☒ Postal code	☒ 26 CPP-QPP earnings	☒ Other information #4
☒ Country	☒ 28 CPP-QPP exempt	☒ Other information #5
☒ Tax year	☒ 28 EI exempt	☒ Other information #6
☒ 12 S.I.N.	☒ 28 PPIP exempt	☒ Employee number
☒ 29 Employment code	☒ Do not adjust CPP-QPP	☒ Other deductions from net pay
☒ CPP pensionable weeks	☒ Do not adjust EI	☒ Optional text
☒ 10 Province of employment	☒ Do not adjust PPIP	
☒ Status of slip	☒ 44 Union dues	
	☒ 46 Charitable donations	
☒ 14 Employment income	☒ 50 RPP or DPSP registration number	
☒ 16 CPP contributions	☒ 52 Pension adjustment	

12.1.4 Electronic Filing Page

The **Electronic Filing** page contains information required by the system to submit information returns on CD, DVD or via the Internet. Enter the name and address of the company responsible for transmitting the electronic filing data and the names and phone numbers for accounting and technical contacts. If CRA has assigned a Transmitter Number for federal forms, it should be entered. If you will be filing any Québec forms, you will need to complete all the fields in the Quebec section. See [Electronic Filing Preparation](#) ^[100] for further information regarding electronic filing.

User Settings

1) New Company Defaults 2) Adjustment Options 3) Data Entry **4) Electronic Filing** 5) Options

Transmitter Information

Name line 1:
 Name line 2:
 Address line 1:
 Address line 2:
 City / Province:
 Postal code / Country:

Accounting Contact

Name:
 Area code / phone number:
 Phone extension: Language:

Technical Contact

Name:
 Area code / phone number:
 Telephone extension:
 Language:
 E-mail:

Federal

Transmitter number:

Quebec

Transmitter number:
 Transmitter type: Filing on behalf of other filers
 Identification / file #:
 NEQ:
 Source of slips: RL slips are facsimiles obtained from third party

Cancel Close

You do not have to submit a test file to CRA before filing your returns electronically; ELM Computer Systems has already received approval for the electronic filing format on your behalf.

NOTE: All data fields on the left half of this screen as (with the exception of "Name line 2" and "Address line 2") well as the Transmitter Number must be filled to prevent errors from being reported when an electronic submission is created. If you also file Relevé returns all of the information in the "Quebec" section must also be entered. Information entered on this screen must be accurate so as to enable the CRA and MRQ to contact the filing agency with any questions about the submission.

Transmitter Information

Enter the information for the company acting as the transmitting agent of the data, not the company for whom an electronic return has been prepared (unless they are the same company). Typically this would be the firm for whom you are using T4 TimeSaver. Do not enter any information pertaining to ELM Computer Systems in this section.

Accounting Contact

Enter name and contact information for the person capable of responding to accounting related inquiries from the CRA for returns submitted by this entity. Do not use ELM Computer Systems Inc. as the accounting Contact.

Technical Contact

Enter name and contact information for the person capable of responding to technical inquiries from the CRA for returns submitted by this entity. Do not use ELM Computer Systems Inc. as the Technical Contact.

Transmitter Number

The Transmitter Number is supplied by the CRA and is in the format:

MMnnnnnn (where *n* represents a numeric character)

Enter MM000000 into this field if you have not yet been assigned a Transmitter Number. Please note that this number can be used only when you have not already received a Transmitter Number from the CRA.

If you have filed electronically (by CD, DVD or over the Internet) in the past the CRA will have issued you a Transmitter Number to use in this and subsequent years. To find your Transmitter Number (if it is not recorded on the Transmitter Information page of the 2009 T4 TimeSaver) you can contact:

Electronic Media Processing Unit
Ottawa Technology Centre
Canada Revenue Agency
875 Heron Road
Ottawa ON K1A 1A2

Telephone: 1-800-665-5164

Quebec Transmitter Number

The Quebec Transmitter Number is supplied by the MRQ and is in the format:

NPnnnnnnn (where *n* represents a numeric character)

Enter NP000000 into this field if you have not yet been assigned a Transmitter Number. Please note that this number can be used only when you have not already received a Transmitter Number from the MRQ.

If you have filed electronically (by CD, DVD or over the Internet) in the past the MRQ will have issued you a Transmitter Number to use in this and subsequent years. To find your Transmitter Number (if it is not recorded on the Transmitter Information page of the 2009 T4 TimeSaver) you must contact the MRQ.

Quebec Transmitter Type

Enter the type of transmitter you are in this field; the acceptable options are:

- 1 - You will be transmitting an electronic file to the MRQ on behalf of yourself
- 2 - You will be transmitting an electronic file to the MRQ on behalf of other filers (this is the default value)
- 3 - You will be transmitting an electronic file to the MRQ on behalf of yourself and on behalf of other filers

Identification / File #

Enter the identification number given to you by the MRQ. This number is in the format:

nnnnnnnnnRSnnnn (where *n* represents a numeric character)

NEQ

Enter the NEQ number issued to you by the MRQ.

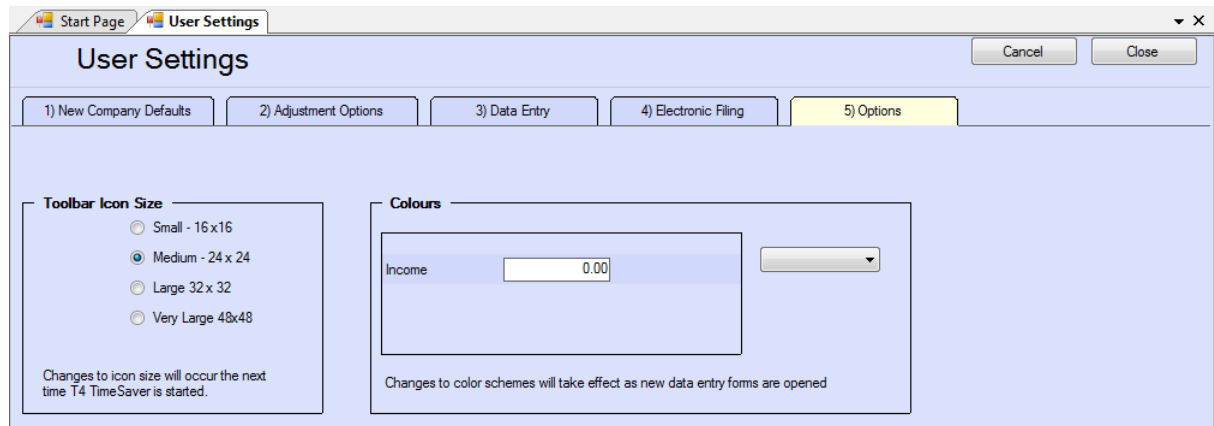
Source of Slips

Enter the appropriate code identifying the source of the slip data included in the submission to the MRQ. Valid codes are:

- A - RL slips were obtained from Revenu Québec
- B - RL slips are facsimiles obtained from a third party (this is the default value)
- C - RL slips are facsimiles produced by the transmitter
- D - RL slips are any combination of types A, B or C

12.1.5 Options

This feature allows you to personalize your display.



Toolbar Icon Size

Set to small, medium, large, or very large as desired.

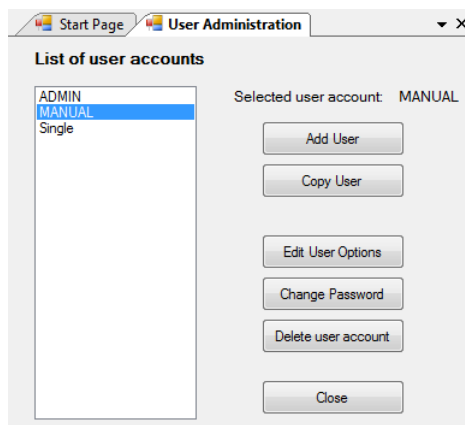
Colours

Select a predefined colour scheme from the list, a preview of the colour scheme will be displayed for your review. If you select CUSTOM, you must then select both a background colour and band colour by clicking on the appropriate boxes and selecting from the colours displayed.

12.2 User Administration

T4 TimeSaver Plus & Enterprise Only

This feature is only available to the administrator logged in with the user name "ADMIN". The administrator is able to change the password for any user, as well as deleting a user account altogether.



Add User

Create an entry in the user database for a new user account. The new user can log on to T4 TimeSaver; their personal settings will be saved to the user database when they exit T4 TimeSaver. The ADMIN user account is automatically created upon installation of T4 TimeSaver Plus or Enterprise; it can neither be created nor deleted.

Copy User

Copies all personal settings of an existing user to a new user account. This is handy for network administrators to setup multiple user accounts with similar settings.

Edit User Options

Turns on user settings mode for the selected user account. In this mode the user's personal settings can be configured at will. To commit them to the user database you can either exit T4 TimeSaver or return to the **User Administration** dialogue and click on "Done."

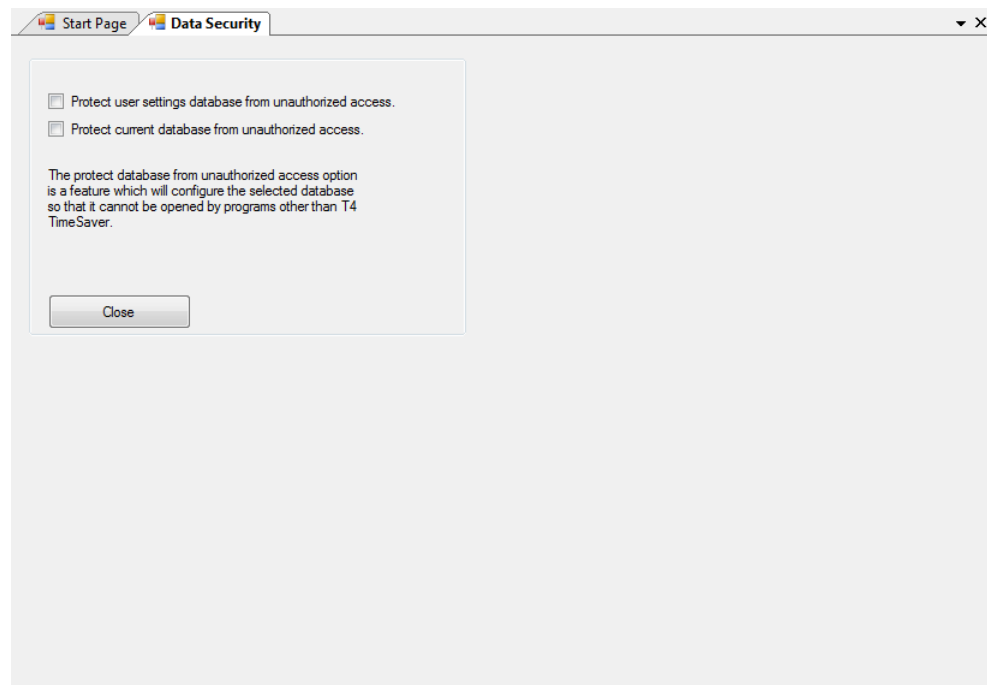
Change Password

Changes the password for the selected user account.

Delete User Account

Deletes the selected user account.

12.3 Data File Security



Data Security - Lite & Basic

In T4 TimeSaver Lite and Basic data file security is limited to locking the current database and T4 TimeSaver's user database so that they can be accessed only from within T4 TimeSaver.

Data Security - Plus & Enterprise

In T4 TimeSaver Plus and Enterprise the enhanced Data File Security utility is able to restrict access to the current database to selected users. When the "Restrict access to the current database" option has been selected only users with a check beside their name will be able to access the current database.

The ADMIN user account is always able to set access restrictions for any database, regardless of ownership. The owner of a database, typically its creator, has the ability to set access restrictions for that database. The ownership of any database can be changed to enable any other user the ability to set access restrictions.

12.4 Contribution Rates and Constants

T4 TimeSaver comes set with the rates and constants set by legislation for 2010. Using this utility the rates and constants as required to enable preparation of returns using 2011 rates and constants when

T4 TimeSaver 2011 is not yet available (ie: To submit returns after a business closing midway through 2011). Click the **Defaults** button to return all rates and constants to their 2010 legislated values.

This feature is available to any user in the Lite and Basic versions and only to the ADMIN user in the Plus and Enterprise versions.

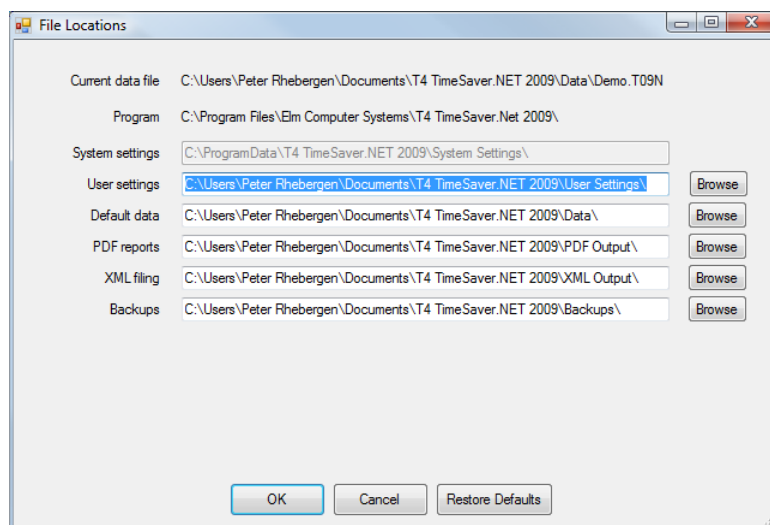
12.5 File Locations

This function displays a list of the folders used to store the files used by T4 TimeSaver. The administrator of the Plus version, logged in as "ADMIN", has the ability to allow users to set their own default data, PDF reports and/or XML filing folders, or require them to be located in a predetermined location. Removing the check mark in front of one of these options will cause that type of file location to be set only by the administrator (it would be grayed out to other users).

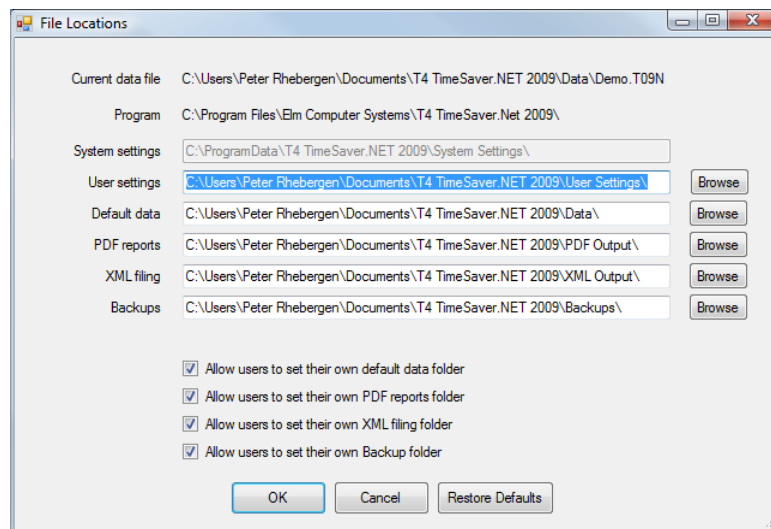
The **PDF File Options** are system wide selections to be used for all users and all reports. The administrator of the Plus and Enterprise versions, logged in as "ADMIN", has the ability to change these settings.

When designating locations, including the T4 TimeSaver installation folder, that exist on a network it will be necessary to ensure that the users have full read/write access to the specified location.

Click the **Restore Defaults** button restore the folder locations to the default settings.



File Locations - Lite & Basic



File Locations - Plus & Enterprise

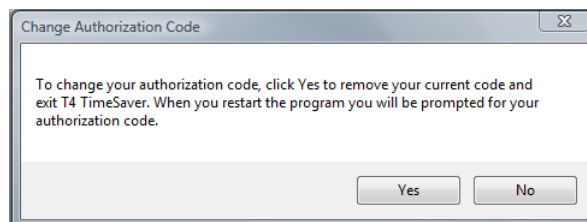
T4 TimeSaver Plus and T4 TimeSaver Enterprise add four additional options which enables the user ADMIN to give other users the right to modify the default file locations for their own T4 TimeSaver sessions. An option that is checked can be modified individually by each user while any option that is not checked can only be modified by the user ADMIN.

12.6 Change Authorization Code

This feature is available in the Basic version and, in the Plus version, to the administrator logged in with the user name "ADMIN". Use this feature to remove the current authorization code, allowing you to enter a new one. This would be used, for example, to upgrade from one version of T4 TimeSaver to another.

Use of this function does not affect the database containing any form data already entered.

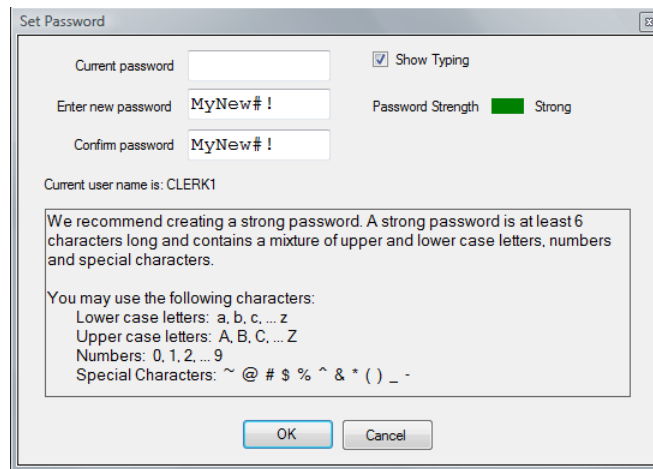
Click **Yes** to delete the existing authorization code and exit the program. The next time T4 TimeSaver is started it will be unregistered and a new authorization code will need to be entered. Click **No** to cancel the function and return to T4 TimeSaver.



12.7 Change Your Password

T4 TimeSaver Plus & Enterprise Only

This feature allows a user of the Plus version to change their own password. Type in the current password, the new password and then confirm the new password by typing it again. Check the **Show Typing** box to display the password, leave it unchecked to display asterisks instead. Follow the instructions given for selecting a strong password. Press **OK** to implement the new password. Press **Cancel** to cancel the change and revert back to your current password. You will receive a confirming message.



If the current password has been forgotten, the administrator, logged in as "ADMIN", will need to use the [User Administration](#)^[130] function of the [Setup](#)^[35] menu to change the password for the user.

12.8 Edit Setup Files

12.8.1 System Settings

This feature allows the direct editing of the global system settings found in the **T4NET 2010.INI** file. The System Settings option should only be used under the supervision of ELM Technical Support.

12.8.2 Paths

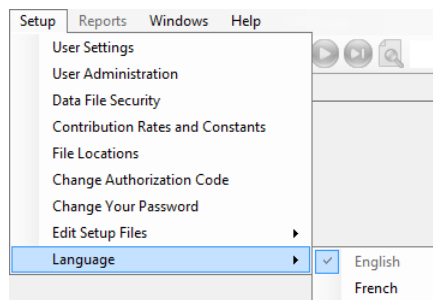
This feature allows the direct editing of the file location settings found in the **T4NET Paths.INI** file. The Paths setup option should only be used under the supervision of ELM Technical Support.

12.8.3 User Settings

This feature allows the direct editing of the session settings for the current user found in the **username.INI** file (where **username** designates the logon name of the current user). The User Settings option should only be used under the supervision of ELM Technical Support.

12.9 Language

The Language option allows you to switch the T4 TimeSaver user interface between English and French.



Part XIII



13 Appendices

13.1 Common Problems

1. "I get the message 'Company is locked by user ??????', but there are no other stations using the T4 TimeSaver." or "The user named is not currently using the program." ^[137]

2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?" ^[137]

3. "EI insurable earnings is not printing even when I have entered a value in Box 24." ^[138]

4. "I have installed an update but the new features do not appear to be available or functioning" ^[138]

5. "I get the message, 'Cannot execute external program regedit.exe' when installing the program." ^[138]

6. "My computer hangs when I start up T4 TimeSaver" or "My computer hangs when I start up the program and enter the user name." ^[138]

7. "I get the message, 'The OLE system files are in-use and cannot be updated. This installation must restart Windows to update OLE before it can continue. Press Yes to restart Windows and continue the installation, or press No to exit the installation.'" when installing the program." ^[138]

8. Network Administrator Installation and/or T4NETNODE installation don't appear to be working properly ^[139]

9. "T4 TimeSaver says that the database is the wrong type or format." ^[139]

10. "When importing from Excel I get a message indicating that some data is invalid or some cells contain data in the wrong format." ^[139]

11. "When I run T4NETNODE.EXE I get a 2869 error." ^[139]

12. "When I install or update T4 TimeSaver I get a 2229 error." ^[139]

13. "When I install or update T4 TimeSaver I get a 2755 error." ^[139]

14. "When I enter the Business Number or the Social Insurance Number (or any other fixed length number) I cannot enter all the characters." ^[140]

Other Problems ^[140]

1. "I get the message 'Company is locked by user ??????', but there are no other stations using the T4 TimeSaver." or "The user named is not currently using the program."

This problem typically occurs when a database is left open after the program is finished with it. If you are sure that the user being named is not using T4 TimeSaver already and that the company is not in use at another workstation, you can answer "Yes" and unlock the company. If this does not solve the problem, select Unlock all companies from the Company menu.

2. "The system is not calculating CPP properly. How do I enter the number of pensionable weeks?"

This is one of the most common problems encountered by users of the T4 TimeSaver. Most likely, the problem stems from a failure to properly set up the adjustment options. Access the company profile by selecting Edit company information from the Company menu. Then select the T4 Adjustment Options tab. There are two adjustment options involving CPP:

Adjust CPP if over maximum or under minimum

Adjust over/under paid CPP to tax based on number of pensionable weeks.

The first option provides only a rough adjustment. It will either adjust CPP up to the minimum or down to the maximum. If it falls in between these two, it will not be changed. This option was implemented for situations where it is not desirable to enter the number of pensionable weeks on each T4 slip. Because the system does not have the number of weeks available to calculate prorated CPP exemptions (if any), it must assume that there is no exemption. The calculated CPP may therefore be higher when this option is used.

The second option requires you to enter the number of pensionable weeks on each T4 slip, defaulting to the value entered for this option. Thus the program has enough information to calculate prorated exemptions, and a more exact adjustment results.

3. "EI insurable earnings is not printing even when I have entered a value in Box 24."

If the EI insurable earnings is equal to gross pay or if it is equal to zero, CRA Taxation asks that the EI insurable earnings not be printed, leaving Box 24 blank in such cases. This is not a problem with T4 TimeSaver and we have checked with CRA Taxation to ensure that the system is functioning properly.

4. "I have installed an update but the new features do not appear to be available or functioning"

Check the version number of the T4 TimeSaver you are running by selecting About T4TimeSaver from the Help menu. Make sure that the revision number and date correspond to the update you have installed. If it is not, the most likely problem is that you have installed the new version of the program into a different directory than you did the first time. Run the update program again and select the appropriate installation directory. Also, if you are starting the program from an icon on your desktop, make sure that this shortcut is pointing to the correct location. Alternatively, in a network environment, you may have some workstations where the program was installed to a local hard disk. In this case, the update program will have to be installed on the workstation's local hard disk as well. If none of the previous suggestions resolve the problem please ensure that all users have exited the T4 TimeSaver and try installing the update once again.

5. "I get the message, 'Cannot execute external program regedit.exe' when installing the program."

The installation program needs to be able to find the the Windows program REGEDIT.EXT. It is normally in your Windows directory. The solution is to make sure that REGEDIT.EXE is in the Windows directory and that there is a path set to that directory. See your systems administrator for help if needed.

6. "My computer hangs when I start up T4 TimeSaver" or "My computer hangs when I start up the program and enter the user name."

This indicates that the user database file is likely damaged. You can delete the files USERSETTINGS.MDB and USERSETTINGS.BK#* (where # represents a number from 1 to 9); you will then need to set up the user names again. If you have a large number of users, you may wish to attempt repairing the USERSETTINGS.MDB database. To do this:

1. Rename USERSETTINGS.MDB
2. Start T4 TimeSaver
3. Select Repair Database from the Tools menu
4. Select the renamed file
5. Once it has been repaired, rename it to USERSETTINGS.MDB.

7. "I get the message, 'The OLE system files are in-use and cannot be updated. This installation must restart Windows to update OLE before it can continue. Press Yes to restart Windows and continue the installation, or press No to exit the installation.' when installing the program."

This message is typically displayed when you are installing to a network directory on a Novell network (although similar messages may be displayed if you are installing to other network operating systems) and you do not have sufficient rights to modify the contents of the network directory. To resolve the problem log on to the network as an administrator and run the installation program again.

8. Network Administrator Installation and/or T4NETNODE installation don't appear to be working properly

After a Network Administrator Installation you may encounter unexpected errors or erratic performance on Windows XP (dependant upon the logon credentials were used for installation) and on Windows Vista and Windows 7 (because of UAC - User Account Control). To prevent either user credentials or UAC from interfering with the T4NETNODE installation follow these steps:

1. Open the folder containing the T4 TimeSaver Network Administrator installation and right-click on **T4NETNODE.EXE**
2. From the menu, choose the option to "Run as administrator" (and supply the administrator password, if requested)
3. **T4NETNODE** installation will begin

9. "T4 TimeSaver says that the database is the wrong type or format."

This indicates that T4 TimeSaver is attempting to open a file other than a T4 TimeSaver database; use the steps below to resolve the problem:

1. Open Windows Explorer by holding down the Windows Key while also pressing the letter 'E'
2. Browse to the location of your T4 TimeSaver database, 2010 database names will end with "T10N"
3. Double click on the database to start T4 TimeSaver and open the database

10. "When importing from Excel I get a message indicating that some data is invalid or some cells contain data in the wrong format."

There are typically two causes for this error:

1. The data is actually invalid - Review the data at the location indicated by the import for errors and correct as necessary.
2. The Excel sheet being imported contains empty cells - To determine whether or not this is the case do the following:
 - Open the Excel sheet
 - Select cell A1
 - Press CTRL + END
 - If the cursor goes to any cell other than the final data cell there are empty row or columns that will be imported. This can be resolved simply by selecting only the cells containing data, copying them into a new Excel sheet and importing from the new sheet.

11. "When I run T4NETNODE.EXE I get a 2869 error."

This generally occurs on newer versions of Windows (such as Vista and 7) and is a result of the enhanced security features of these versions. To bypass these security restrictions you must:

1. Right-Click on the T4NETNODE.EXE file
2. Select "Run as Administrator" from the pop out menu
3. Proceed with the installation as usual

12. "When I install or update T4 TimeSaver I get a 2229 error."

This error message appears when the installation file is corrupt and is usually the result of an incomplete download being stored in your Internet browser's cache. You can bypass this by downloading the T4 TimeSaver installation file from the alternate download link on our [downloads page](#).

13. "When I install or update T4 TimeSaver I get a 2755 error."

This error message could appear when the installation file is located on a network drive and you are installing T4 TimeSaver either locally or to any network resource accessible to your computer. To resolve this error copy the installation file to your local hard drive and install T4 TimeSaver from this copy.

14. "When I enter the Business Number the Social Insurance Number (or any other fixed length number) I cannot enter all the digits."

This is usually caused by including the special formatting characters (such as a space or hyphen) as part of the number. Excluding all characters but the actual numbers or letters should resolve the problem.

Other Problems

a) Miscellaneous data problems:

- run the **Repair Database** function found in the **File** menu on your data.

b) Miscellaneous printing problems:

- turn both the computer and the printer off, wait a minute, and turn them both on again.
- check to see that a printer is connected to your computer and that the cables are snug.
- ensure that the most recent printer driver for your operating system has been installed, printer drivers are generally available from the printer manufacturer's website.

c) Miscellaneous installation problems

- ensure that no other software is running during installation of T4 TimeSaver such as anti-virus software or programs that start with Windows
- restart your computer to eliminate any potential memory corruption issues.

13.2 Layout of Import Files

T4 TimeSaver Plus & Enterprise Only

(Both the T4 TimeSaver demo and T4 TimeSaver Basic will import the first three records of an Excel file for evaluation purposes)

Instructions

1. Cell A1 must identify the contents of the data to be imported. Designate the type of data being imported by entering the appropriate keyword from those shown in this table into cell A1 (use of the same keyword in every other cell in column A is not required).

Enter this text...	If the row contains...
COMPANY	Company information
NR4	NR4 information
T1204	T1204 information
T2200	T2200 information
T2202A	T2202A information
T3	T3 information
T4	T4 and/or RL-1 slip information
T4A	T4A slip information
T4ANR	T4A-NR information
T4AP	T4AP information
T4ARCA	T4ARCA information
T4PS	T4PS information
T4RIF	T4RIF information
T4RSP	T4RSP information
T5	T5 and/or RL-3 slip information
T5007	T5007 information
T5013	T5013 information
T5018	T5018 information
R2	RL-2 information
R8	RL-8 information
R15	RL-15 information
R16	RL-16 information
R17	RL-17 information
R25	RL-25 information

- 2. The sample Excel sheet below shows a typical layout for importing both company and T4 data:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
T4	LASTNAME	FIRSTNAME	INITIAL	ADDRESS1	ADDRESS2	CITY	PROV	POSTAL	COUNTRY	SIN	TAXYEAR	INCOME	COMPANY.NAME1
	Aarons	Aldo	A	1 Apple Court	Apt. 1	Acton	ON	A1A1A1	CAN	123456789	2009	10,000.00	ABCDE Company
	Brown	Bob		2 Birch Street		Barrie	ON	B2B2B2	CAN	234567890	2009	20,00.20	ABCDE Company
	Clark	Carl	C	3 Cedar St.		Collingwood	ON	C3C3C3	CAN	345678901	2009	33,333.33	ABCDE Company
	Dickson	Daryl	D	4 Delaware Dr.	Suite 4	Durham	ON	D4D4D4	CAN	456789012	2009	4,000.00	ABCDE Company
	Emery	Ellen	E	5 Everett Ct.		Ewing	ON	E5E5E5	CAN	567890123	2009	55.05	ABCDE Company
	French	Fred		6 Fir Drive		Fergus	ON	F6F6F6	CAN	678901234	2009	6,000.60	FGH Corporation
	Gundeson	George	G	7 Gray Road	Unit 7	Grimsby	ON	G7G7G7	CAN	789012345	2009	777.00	FGH Corporation
	Henstock	Hazel	H	8 Hettersley Circle		Hamilton	ON	H8H8H8	CAN	890123456	2009	88,008.80	FGH Corporation

There is no need to include columns for every heading listed in the appendix; nor must they be in a specific order. Only include columns for the headings for which you have data, in any order you wish. Additionally, if you have a column of data in your spreadsheet that you do not wish to import, you can either delete the column, or give it the heading "NULL". Any column headed NULL will be ignored by the

import process. Sample import file templates can be accessed through the menu path: TOOLS > IMPORT DATA > OPEN EXCEL TEMPLATES.

A common problem to watch out for when creating an import file is the presence of empty cells to the right or below the data cells. To determine whether or not this is true in your case, press CTRL + END in the data sheet. If your cursor lands anywhere but on the final data cell your import will fail. To correct this problem, simply copy and paste your data cells into a new sheet and import from that sheet.

COMPANY.NAME1 (T4 TimeSaver Enterprise Only)

The COMPANY.NAME1 is an optional field and is used exclusively by T4 TimeSaver Enterprise to enable importing data for multiple payers/employers/companies. To use this field simply enter the name of a company already existing in the T4 TimeSaver database for each slip to be imported to that company and the data will be saved to the appropriate company during import. COMPANY.NAME1 is a text field that can contain up to 30 characters.

13.3 Codes

Enter topic text here.

13.3.1 Country Codes

The following abbreviations apply to commonly used countries:

ARG - Argentina	LBR - Liberia
AUS - Australia	LIE - Liechtenstein
AUT - Austria	LUX - Luxembourg
BHS - Bahamas, The	MYS - Malaysia
BHR - Bahrain	MLT - Malta
BGD - Bangladesh	MEX - Mexico
BRB - Barbados	MAR - Morocco
BEL - Belgium	NLD - Netherlands
BMU - Bermuda	ANT - Netherlands Antilles
BRA - Brazil	NZL - New Zealand
VGB - British Virgin Islands	NGA - Nigeria
CMR - Cameroon	NOR - Norway
CAN - Canada	PAK - Pakistan
CYM - Cayman Islands	PAN - Panama
CHL - Chile	PNG - Papua New Guinea
CHN - China, People's Republic of	PHL - Philippines
COL - Columbia	POL - Poland
SUN - Commonwealth of Independent States	PRT - Portugal
CIV - Ivory Coast	PRI - Puerto Rico
CYP - Cyprus	ROM - Romania
DANK - Denmark	SAU - Saudi Arabia
DOM - Dominican Republic	SEN - Senegal
EGY - Egypt	SYC - Seychelles
FIN - Finland	SLE - Sierra Leone
FRA - France	SGP - Singapore
DEU - Germany, Federal Republic of	ZAF - South Africa
GBR - United Kingdom including Northern Ireland	ESP - Spain
GRC - Greece	LKA - Sri Lanka
GRD - Grenada	SWE - Sweden
GUY - Guyana	CHE - Switzerland
HKG - Hong Kong	TWN - Taiwan (Republic of China)
ISL - Iceland	THA - Thailand
IND - India	TTO - Trinidad and Tobago
IDN - Indonesia	TUN - Tunisia
IRL - Ireland	TUR - Turkey

ISR - Israel	ARE - United Arab Emirates
ITA - Italy	GBR - United Kingdom
JAM - Jamaica	USA - United States
JPN - Japan	URY - Uruguay
KEN - Kenya	VEN - Venezuela
KOR - Korea, Republic of (South)	VIR - Virgin Islands (US)
LBN - Lebanon	YUG - Yugoslavia
BLZ - Leeward & Windward Islands & Belize	ZMB - Zambia

Use the code "OMC" for instances where none of the above apply.

13.3.2 Currency Codes

Country Name	Currency	Alphabetic code
AFGHANISTAN	Afghani	AFN
ÅLAND ISLANDS	Euro	EUR
ALBANIA	Lek	ALL
ALGERIA	Algerian Dinar	DZD
AMERICAN SAMOA	US Dollar	USD
ANDORRA	Euro	EUR
ANGOLA	Kwanza	AOA
ANGUILLA	East Caribbean Dollar	XCD
ANTIGUA AND BARBUDA	East Caribbean Dollar	XCD
ARGENTINA	Argentine Peso	ARS
ARMENIA	Armenian Dram	AMD
ARUBA	Aruban Guilder	AWG
AUSTRALIA	Australian Dollar	AUD
AUSTRIA	Euro	EUR
AZERBAIJAN	Azerbaijani Manat	AZN
BAHAMAS	Bahamian Dollar	BSD
BAHRAIN	Bahraini Dinar	BHD
BANGLADESH	Taka	BDT
BARBADOS	Barbados Dollar	BBD
BELARUS	Belarussian Ruble	BYR
BELGIUM	Euro	EUR
BELIZE	Belize Dollar	BZD
BENIN	CFA Franc BCEAO	XOF
BERMUDA	Bermudian Dollar	BMD
BHUTAN	Ngultrum	BTN
BOLIVIA	Boliviano	BOB
BOSNIA AND HERZEGOVINA	Convertible Marks	BAM
BOTSWANA	Pula	BWP
BOUVET ISLAND	Norwegian Krone	NOK
BRAZIL	Brazilian Real	BRL
BRITISH INDIAN OCEAN TERRITORY	US Dollar	USD
BRUNEI DARUSSALAM	Brunei Dollar	BND
BULGARIA	Bulgarian Lev	BGN
BURKINA FASO	CFA Franc BCEAO	XOF
BURUNDI	Burundi Franc	BIF
CAMBODIA	Riel	KHR
CAMEROON	CFA Franc BEAC	XAF
CANADA	Canadian Dollar	CAD
CAPE VERDE	Cape Verde Escudo	CVE
CAYMAN ISLANDS	Cayman Islands Dollar	KYD
CHILE	Chilean Peso	CLP
CHINA	Yuan Renminbi	CNY
CHRISTMAS ISLAND	Australian Dollar	AUD
COCOS (KEELING) ISLANDS	Australian Dollar	AUD
COLOMBIA	Colombian Peso	COP
COMOROS	Comoro Franc	KMF
CONGO	CFA Franc BEAC	XAF
CONGO, THE DEMOCRATIC	Congolese Franc	CDF

REPUBLIC OF		
COOK ISLANDS	New Zealand Dollar	NZD
COSTA RICA	Costa Rican Colon	CRC
CÔTE D'IVOIRE	CFA Franc BCEAO	XOF
CROATIA	Croatian Kuna	HRK
CUBA	Cuban Peso	CUP
CYPRUS	Euro	EUR
CZECH REPUBLIC	Czech Koruna	CZK
DENMARK	Danish Krone	DKK
DJIBOUTI	Djibouti Franc	DJF
DOMINICA	East Caribbean Dollar	XCD
DOMINICAN REPUBLIC	Dominican Peso	DOP
ECUADOR	US Dollar	USD
EGYPT	Egyptian Pound	EGP
EL SALVADOR	El Salvador Colon	SVC
EQUATORIAL GUINEA	CFA Franc BEAC	XAF
ERITREA	Nakfa	ERN
ESTONIA	Kroon	EEK
ETHIOPIA	Ethiopian Birr	ETB
FALKLAND ISLANDS (MALVINAS)	Falkland Islands Pound	FKP
FAROE ISLANDS	Danish Krone	DKK
FIJI	Fiji Dollar	FJD
FINLAND	Euro	EUR
FRANCE	Euro	EUR
FRENCH GUIANA	Euro	EUR
FRENCH POLYNESIA	CFP Franc	XPF
FRENCH SOUTHERN TERRITORIES	Euro	EUR
GABON	CFA Franc BEAC	XAF
GAMBIA	Dalasi	GMD
GEORGIA	Lari	GEL
GERMANY	Euro	EUR
GHANA	Cedi	GHS
GIBRALTAR	Gibraltar Pound	GIP
GREECE	Euro	EUR
GREENLAND	Danish Krone	DKK
GRENADA	East Caribbean Dollar	XCD
GUADELOUPE	Euro	EUR
GUAM	US Dollar	USD
GUATEMALA	Quetzal	GTQ
GUERNSEY	Pound Sterling	GBP
GUINEA	Guinea Franc	GNF
GUINEA-BISSAU	CFA Franc BCEAO	XOF
GUYANA	Guyana Dollar	GYD
HAITI	Gourde	HTG
HEARD ISLAND AND MCDONALD ISLANDS	Australian Dollar	AUD
HOLY SEE (VATICAN CITY STATE)	Euro	EUR
HONDURAS	Lempira	HNL
HONG KONG	Hong Kong Dollar	HKD

HUNGARY	Forint	HUF
ICELAND	Iceland Krona	ISK
INDIA	Indian Rupee	INR
INDONESIA	Rupiah	IDR
IRAN, ISLAMIC REPUBLIC OF	Iranian Rial	IRR
IRAQ	Iraqi Dinar	IQD
IRELAND	Euro	EUR
ISLE OF MAN	Pound Sterling	GBP
ISRAEL	New Israeli Sheqel	ILS
ITALY	Euro	EUR
JAMAICA	Jamaican Dollar	JMD
JAPAN	Yen	JPY
JERSEY	Pound Sterling	GBP
JORDAN	Jordanian Dinar	JOD
KAZAKHSTAN	Tenge	KZT
KENYA	Kenyan Shilling	KES
KIRIBATI	Australian Dollar	AUD
KOREA, DEMOCRATIC PEOPLE'S REPUBLIC OF	North Korean Won	KPW
KOREA, REPUBLIC OF	Won	KRW
KUWAIT	Kuwaiti Dinar	KWD
KYRGYZSTAN	Som	KGS
LAO PEOPLE'S DEMOCRATIC REPUBLIC	Kip	LAK
LATVIA	Latvian Lats	LVL
LEBANON	Lebanese Pound	LBP
LESOTHO	Rand	ZAR
LIBERIA	Liberian Dollar	LRD
LIBYAN ARAB JAMAHIRIYA	Libyan Dinar	LYD
LIECHTENSTEIN	Swiss Franc	CHF
LITHUANIA	Lithuanian Litas	LTL
LUXEMBOURG	Euro	EUR
MACAO	Pataca	MOP
MACEDONIA, THE FORMER YUGOSLAV REPUBLIC OF	Denar	MKD
MADAGASCAR	Malagasy Ariary	MGA
MALAWI	Kwacha	MWK
MALAYSIA	Malaysian Ringgit	MYR
MALDIVES	Rufiyaa	MVR
MALI	CFA Franc BCEAO	XOF
MALTA	Euro	EUR
MARSHALL ISLANDS	US Dollar	USD
MARTINIQUE	Euro	EUR
MAURITANIA	Ouguiya	MRO
MAURITIUS	Mauritius Rupee	MUR
MAYOTTE	Euro	EUR
MEXICO	Mexican Peso	MXN
MICRONESIA, FEDERATED STATES OF	US Dollar	USD
MOLDOVA, REPUBLIC OF	Moldovan Leu	MDL
MONACO	Euro	EUR
MONGOLIA	Tugrik	MNT

MONTENEGRO	Euro	EUR
MONTSERRAT	East Caribbean Dollar	XCD
MOROCCO	Moroccan Dirham	MAD
MOZAMBIQUE	Metical	MZN
MYANMAR	Kyat	MMK
NAMIBIA	Rand	ZAR
NAURU	Australian Dollar	AUD
NEPAL	Nepalese Rupee	NPR
NETHERLANDS	Euro	EUR
NETHERLANDS ANTILLES	Netherlands Antillian Guilder	ANG
NEW CALEDONIA	CFP Franc	XPF
NEW ZEALAND	New Zealand Dollar	NZD
NICARAGUA	Cordoba Oro	NIO
NIGER	CFA Franc BCEAO	XOF
NIGERIA	Naira	NGN
NIUE	New Zealand Dollar	NZD
NORFOLK ISLAND	Australian Dollar	AUD
NORTHERN MARIANA ISLANDS	US Dollar	USD
NORWAY	Norwegian Krone	NOK
OMAN	Rial Omani	OMR
PAKISTAN	Pakistan Rupee	PKR
PALAU	US Dollar	USD
PANAMA	Balboa	PAB
PAPUA NEW GUINEA	Kina	PGK
PARAGUAY	Guarani	PYG
PERU	Nuevo Sol	PEN
PHILIPPINES	Philippine Peso	PHP
PITCAIRN	New Zealand Dollar	NZD
POLAND	Zloty	PLN
PORTUGAL	Euro	EUR
PUERTO RICO	US Dollar	USD
QATAR	Qatari Rial	QAR
RÉUNION	Euro	EUR
ROMANIA	New Leu	RON
RUSSIAN FEDERATION	Russian Ruble	RUB
RWANDA	Rwanda Franc	RWF
SAINT-BARTHÉLEMY	Euro	EUR
SAINT HELENA, ASCENSION AND TRISTAN DA CUNHA	Saint Helena Pound	SHP
SAINT KITTS AND NEVIS	East Caribbean Dollar	XCD
SAINT LUCIA	East Caribbean Dollar	XCD
SAINT MARTIN	Euro	EUR
SAINT PIERRE AND MIQUELON	Euro	EUR
SAINT VINCENT AND THE GRENADINES	East Caribbean Dollar	XCD
SAMOA	Tala	WST
SAN MARINO	Euro	EUR
SÃO TOME AND PRINCIPE	Dobra	STD
SAUDI ARABIA	Saudi Riyal	SAR
SENEGAL	CFA Franc BCEAO	XOF
SERBIA	Serbian Dinar	RSD

SEYCHELLES	Seychelles Rupee	SCR
SIERRA LEONE	Leone	SLL
SINGAPORE	Singapore Dollar	SGD
SLOVAKIA	Euro	EUR
SLOVENIA	Euro	EUR
SOLOMON ISLANDS	Solomon Islands Dollar	SBD
SOMALIA	Somali Shilling	SOS
SOUTH AFRICA	Rand	ZAR
SPAIN	Euro	EUR
SRI LANKA	Sri Lanka Rupee	LKR
SUDAN	Sudanese Pound	SDG
SURINAME	Surinam Dollar	SRD
SVALBARD AND JAN MAYEN	Norwegian Krone	NOK
SWAZILAND	Lilangeni	SZL
SWEDEN	Swedish Krona	SEK
SWITZERLAND	Swiss Franc	CHF
SYRIAN ARAB REPUBLIC	Syrian Pound	SYP
TAIWAN, PROVINCE OF CHINA	New Taiwan Dollar	TWD
TAJIKISTAN	Somoni	TJS
TANZANIA, UNITED REPUBLIC OF	Tanzanian Shilling	TZS
THAILAND	Baht	THB
TIMOR-LESTE	US Dollar	USD
TOGO	CFA Franc BCEAO	XOF
TOKELAU	New Zealand Dollar	NZD
TONGA	Pa'anga	TOP
TRINIDAD AND TOBAGO	Trinidad and Tobago Dollar	TTD
TUNISIA	Tunisian Dinar	TND
TURKEY	Turkish Lira	TRY
TURKMENISTAN	Manat	TMT
TURKS AND CAICOS ISLANDS	US Dollar	USD
TUVALU	Australian Dollar	AUD
UGANDA	Uganda Shilling	UGX
UKRAINE	Hryvnia	UAH
UNITED ARAB EMIRATES	UAE Dirham	AED
UNITED KINGDOM	Pound Sterling	GBP
UNITED STATES	US Dollar	USD
UNITED STATES MINOR OUTLYING ISLANDS	US Dollar	USD
URUGUAY	Peso Uruguayo	UYU
UZBEKISTAN	Uzbekistan Sum	UZS
VANUATU	Vatu	VUV
VATICAN CITY STATE (Holy See)	Euro	EUR
VENEZUELA	Bolivar Fuerte	VEF
VIET NAM	Dong	VND
VIRGIN ISLANDS (BRITISH)	US Dollar	USD
VIRGIN ISLANDS (U.S.)	US Dollar	USD
WALLIS AND FUTUNA	CFP Franc	XPF
WESTERN SAHARA	Moroccan Dirham	MAD
YEMEN	Yemeni Rial	YER
ZAMBIA	Zambian Kwacha	ZMK

ZIMBABWE	Zimbabwe Dollar	ZWL
OTHER	Other	OTH

13.3.3 Province/Sate Codes

The following abbreviations apply to the provinces of Canada:

NL - Newfoundland	MB - Manitoba
LB - Labrador	SK - Saskatchewan
PE - Prince Edward Island	AB - Alberta
NS - Nova Scotia	BC - British Columbia
NB - New Brunswick	NT - Northwest Territories
QC - Québec	NU - Nunavut
ON - Ontario	YT - Yukon Territories

The following abbreviations apply to the states of the USA:

AL - Alabama	MT - Montana
AK - Alaska	NE - Nebraska
AR - Arizona	NH - New Hampshire
AR - Arkansas	NJ - New Jersey
CA - California	NM - New Mexico
CO - Colorado	NY - New York
CT - Connecticut	NV - Nevada
DE - Delaware	NC - North Carolina
DC - District of Columbia	ND - North Dakota
FL - Florida	OH - Ohio
GA - Georgia	OK - Oklahoma
HI - Hawaii	OR - Oregon
ID - Idaho	PA - Pennsylvania
IL - Illinois	RI - Rhode Island
IN - Indiana	SC - South Carolina
IA - Iowa	SD - South Dakota
KS - Kansas	TN - Tennessee
KY - Kentucky	TX - Texas
LA - Louisiana	UT - Utah
ME - Maine	VT - Vermont
MD - Maryland	VA - Virginia
MA - Massachusetts	WA - Washington
MI - Michigan	WV - West Virginia
MN - Minnesota	WI - Wisconsin
MS - Mississippi	WY - Wyoming
MO - Missouri	

Use the code "ZZ" for instances where none of the above apply.

13.4 Headings for Import Files

T4 TimeSaver Plus & Enterprise Only

Keywords are used as column headings by the import function to identify the information in the column. Generally, each keyword is the name of a field in a TimeSaver table. A special keyword, NULL, can be used to cause the import to ignore a column.

Text fields are alphanumeric fields with a specified maximum size. If the data to be imported exceeds the maximum size, an error message will be given and the import process will be halted. Generally, the alphanumeric fields may contain letters, numbers, spaces and punctuation. In some cases, they must be in upper case (such as province codes, postal codes and country codes). In other fields, mixed case is acceptable.

Yes/No fields. Acceptable values for Yes are Y, YES, or -1. Acceptable values for No are N, NO or 0.

Currency fields are dollar amounts. They should be formatted with a decimal between the dollars and cents; if there is no decimal, an even dollar amount is assumed. The absolute maximum value that can be imported into any field is 999,999,999.99.

Integer fields are numeric whole numbers from 1 to the limit of the field. They must be entered without decimals or commas; for example, 1234.

Some fields have default values that will be used if the field is not present in the import file. These are listed in the Comments, Example and Defaults column in **bold** print.

See [Import from Excel File](#)¹¹⁷ for sample layout.

13.4.1 Headings for Company Information

T4 TimeSaver Plus & Enterprise Only

Headings for Company Information

Cell A of each row of data to import must contain "COMPANY"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Line 1 of company name	Text, 35	
NAME2	Line 2 of company name	Text, 30	
CAREOF	Care of line of address	Text, 30	
ADDRESS1	Line 1 of address	Text, 30	
ADDRESS2	Line 2 of address	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	ON, QC, BC...
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	CAN , USA...
DEFPROVEMP	Usual province of employment	Text, 2	
ACCOUNTNO	Business number	Text, 15	
TAXCENTRE	Taxation centre	Text, 13	
IDNOQ	Québec Identification number and file number (Format 1234567890RS0001)	Text, 16	
NEQ	Québec Enterprise number	Text, 16	

13.4.2 Headings for CRA Forms

Enter topic text here.

13.4.2.1 Headings for NR4

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "NR4"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1 (code 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name line 2 (code 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (code 1 & 2)	Text, 30	Required field
FIRSTNAME1	First recipient first name (code 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (code 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (code 1 & 2)	Text, 30	
FIRSTNAME2	Second recipient first name (code 1 & 2)	Text, 30	
INITIAL2	Second recipient middle initial (code 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
TAXYEAR	Year (box 10)	Integer, 4	2009, 2010 , etc.
RECTYPE	Recipient Type (box 11)	Text, 1	1, 2, 3, 4 or 5
COUNTRYCODE	Country code (box 12)	Text, 3	
PAYERID	Payer or remitter Identification Number	Text, 20	
SIN	Foreign Social Security or Insurance No.	Text, 20	
INCOMECODE1	Income Code (box 14)	Text, 2	02, 03, etc.
CURRENCYCODE1	Currency code (box 15)	Text, 3	CAD, USD, etc.
INCOME1	Gross Income (box 16)	Currency	
TAX1	Non-resident tax withheld (box 17)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
EXEMPTIONCODE1	Exemption code (box 18)	Text, 1	I, C, etc.
INCOMECODE2	Income Code (box 24)	Text, 2	02, 03, etc.
CURRENCYCODE2	Currency code (box 25)	Text, 3	CAD, USD, etc.
INCOME2	Gross Income (box 26)	Currency	
TAX2	Non-resident tax withheld (box 27)	Currency	
EXEMPTIONCODE2	Exemption code (box 28)	Text, 1	I, C, etc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.4.2.2 Headings for T1204

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T1204"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name line 1	Text, 30	Required field
NAME2	Recipient name line 2	Text, 12	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
POSTAL	Postal code (including space)	Text, 10	
PROV	Province code	Text, 2	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Integer, 4	
RECTYPE	Recipient type (box 23)	Text, 1	1, 3, or 4
SERVICEPAYMENTS	Service payments (box 82)	Currency	
MIXEDPAYMENTS	Mixed services payments (box 84)	Currency	
SIN	Social insurance number (box 12)	Text, 9	
BN	Business number (box 61)	Text, 15	
PARTNERSHIPID	Partnership's filer ID (box 86)	Text, 9	
LASTNAME	Sole proprietor's last name	Text, 20	
FIRSTNAME	Sole proprietor's first name	Text, 12	
INITIAL	Sole proprietor's initial	Text, 1	
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.4.2.3 Headings for T2200

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T2200"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1 (Home address)	Text, 30	
ADDRESS2	Address line 2 (Business address)	Text, 30	
CITY	City	Text, 6	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SIN	Social insurance number	Text, 9	
TAXYEAR	Taxation year	Integer, 4	
EMPNUM	Employee number	Text, 20	
JOBTITLE	Job title & brief description of duties	Text, 100	
Q1YES	Question 1, "Expense," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q1NO	Question 1, "Expense," No	Yes/No	"Yes" checkmarks box, "No" will not
Q2YES	Question 2, "Area of travel," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q2NO	Question 2, "Area of travel," No	Yes/No	"Yes" checkmarks box, "No" will not
Q2AREA	Question 2, "Area of travel"	Text, 60	
Q3YES	Question 3, "Consecutive hours," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q3NO	Question 3, "Consecutive hours," No	Yes/No	"Yes" checkmarks box, "No" will not
Q3HOWFREQUENTLY	Question 3, "How Frequently"	Text, 50	
Q4FROM	Question 4, "From date"	Date,	Mmm. dd, yyyy Ex: Apr. 1, 2010
Q4TO	Question 4, "To date"	Date,	Mmm. dd, yyyy Ex: Apr. 1, 2010
Q4BREAK	Question 4, "Break in employment"	Text, 60	

Heading	Description	Type, max. size	Comments, Examples & Defaults
Q5AYES	Question 5, "Vehicle allowance," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q5ANO	Question 5, "Vehicle allowance," No	Yes/No	"Yes" checkmarks box, "No" will not
Q5AMTFIXED	Question 5, "Fixed allowance amount"	Currency	
Q5PERKMRATE	Question 5, "Per km rate"	Currency	
Q5AAMTFORKM	Question 5, "km amount received"	Currency	
Q5AMTONT4	Question 5, "Amount reported on T4"	Currency	
Q5BYES	Question 5, "Company vehicle," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q5BNO	Question 5, "Company vehicle," No	Yes/No	"Yes" checkmarks box, "No" will not
Q5CYES	Question 5, "Expense," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q5CNO	Question 5, "Expense," No	Yes/No	"Yes" checkmarks box, "No" will not
Q5AMT1	Question 5, "Expense Amount," Line 1	Currency	
Q5TYPE1	Question 5, "Expense Type," Line 1	Text, 50	
Q5AMT2	Question 5, "Expense Amount," Line 2	Currency	
Q5TYPE2	Question 5, "Expense Type," Line 2	Text, 50	
Q5AMT3	Question 5, "Expense Amount," Line 3	Currency	
Q5TYPE3	Question 5, "Expense Type," Line 3	Text, 50	
Q6YES	Question 6, "Repayment received," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q6NO	Question 6, "Repayment received," No	Yes/No	"Yes" checkmarks box, "No" will not
Q6AMTPROOF	Question 6, "Received on proof of payment"	Currency	
Q6AMTCHARGED	Question 6, "Amount charged to employer"	Currency	
Q6AMTONT4	Question 6, "Amount reported on T4"	Currency	
Q6TYPEPROOF	Question 6, "Expense type, Proof"	Text, 50	
Q6TYPECHARGED	Question 6, "Expense type, Charged"	Text, 50	
Q6TYPEONT4	Question 6, "Expense type, Reported on T4"	Text, 50	
Q6PROOFYES	Question 6, "Expense, Proof, T4," Yes	Yes/No	
Q6PROOFNO	Question 6, "Expense, Proof, T4" No	Yes/No	
Q6CHARGEDYES	Question 6, "Expense, Charged, T4" Yes	Yes/No	

Heading	Description	Type, max. size	Comments, Examples & Defaults
Q6CHARGEDNO	Question 6, "Expense, Charged, T4" Yes	Yes/No	
Q6INCLUDEDYES	Question 6, "Expense, Included, T4," Yes	Yes/No	
Q6INCLUDEDNO	Question 6, "Expense, Included, T4," Yes	Yes/No	
Q7YES	Question 7, "Other expenses," Yes	Yes/No	
Q7NO	Question 7, "Other expenses," No	Yes/No	
Q7TYPEOTHER	Question 7, "Other expense description"	Text, 50	
Q8AYES	Question 7, "Commission," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q8ANO	Question 7, "Commission," No	Yes/No	"Yes" checkmarks box, "No" will not
Q8COMMISSION	Question 7, "Commissions"	Currency	
Q8TYPEOFSALES	Question 7, "Type of goods or contracts"	Text, 50	
Q8BYES	Question 7, "Bus. development acc't," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q8BNO	Question 7, "Bus. development acc't," No	Yes/No	"Yes" checkmarks box, "No" will not
Q8CYES	Question 7, "Commission incl. T4," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q8CNO	Question 7, "Commission incl. T4," No	Yes/No	"Yes" checkmarks box, "No" will not
Q9AYES	Question 9, "Rent office, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9ANO	Question 9, "Rent office, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9BYES	Question 9, "Pay substitute, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9BNO	Question 9, "Pay substitute, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9CYES	Question 9, "Pay supplies, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9CNO	Question 9, "Pay supplies, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DYES	Question 9, "Pay cell phone, Yes"	Yes/No	"Yes" checkmarks box, "No" will not
Q9DNO	Question 9, "Pay cell phone, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9EYES	Question 9, "Repay, Yes"	Yes/No	"Yes" checkmarks box, "No" will not

Heading	Description	Type, max. size	Comments, Examples & Defaults
Q9ENO	Question 9, "Repay, No"	Yes/No	"Yes" checkmarks box, "No" will not
Q9AMT1	Question 9, "Expense Amount," Line 1	Currency	
Q9TYPE1	Question 9, "Expense Type," Line 1	Text, 50	
Q9INCLUDED1YES	Question 9, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q9INCLUDED1NO	Question 9, "Expense, Incl. T4," Line 1, No	Yes/No	"Yes" checkmarks box, "No" will not
Q9AMT2	Question 9, "Expense Amount," Line 2	Currency	
Q9TYPE2	Question 9, "Expense Type," Line 2	Text, 50	
Q9INCLUDED2YES	Question 9, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q9INCLUDED2NO	Question 9, "Expense, Incl. T4," Line 2, No	Yes/No	"Yes" checkmarks box, "No" will not
Q9AMT3	Question 9, "Expense Amount," Line 3	Currency	
Q9TYPE3	Question 9, "Expense Type," Line 3	Text, 50	
Q9INCLUDED3YES	Question 9, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q9INCLUDED3NO	Question 9, "Expense, Incl. T4," Line 3, No	Yes/No	"Yes" checkmarks box, "No" will not
Q10AYES	Question 10, "Use Portion," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q10ANO	Question 10, "Use Portion," No	Yes/No	"Yes" checkmarks box, "No" will not
Q10PERCENTAGE	Question 10, "Percentage of Workday"	Text, 50	
Q10BYES	Question 10, "Exclusive," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q10BNO	Question 10, "Exclusive," No	Yes/No	"Yes" checkmarks box, "No" will not
Q10CYES	Question 10, "Repay," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q10CNO	Question 10, "Repay," No	Yes/No	"Yes" checkmarks box, "No" will not
Q10AMT1	Question 10, "Expense Amount," Line 1	Currency	
Q10TYPE1	Question 10, "Expense Type," Line 1	Text, 50	
Q10INCLUDED1YES	Question 10, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q10INCLUDED1NO	Question 10, "Expense, Incl. T4," Line 1, Yes	Yes/No	"Yes" checkmarks

Heading	Description	Type, max. size	Comments, Examples & Defaults
			box, "No" will not
Q10AMT2	Question 10, "Expense Amount," Line 2	Currency	
Q10TYPE2	Question 10, "Expense Type," Line 2	Text, 50	
Q10INCLUDED2YES	Question 10, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q10INCLUDED2NO	Question 10, "Expense, Incl. T4," Line 2, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q10AMT3	Question 10, "Expense Amount," Line 3	Currency	
Q10TYPE3	Question 10, "Expense Type," Line 3	Text, 50	
Q10INCLUDED3YES	Question 10, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q10INCLUDED3NO	Question 10, "Expense, Incl. T4," Line 3, Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q11AYES	Question 11, "Tradesperson," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q11ANO	Question 11, "Tradesperson," No	Yes/No	"Yes" checkmarks box, "No" will not
Q11BYES	Question 11, "Purchase tools," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q11BNO	Question 11, "Purchase tools," No	Yes/No	"Yes" checkmarks box, "No" will not
Q11CYES	Question 11, "Satisfy," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q11CNO	Question 11, "Satisfy," No	Yes/No	"Yes" checkmarks box, "No" will not
Q12AYES	Question 12, "Apprentice," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q12ANO	Question 12, "Apprentice," No	Yes/No	"Yes" checkmarks box, "No" will not
Q12BYES	Question 12, "Designation," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q12BNO	Question 12, "Designation," No	Yes/No	"Yes" checkmarks box, "No" will not
Q12CYES	Question 12, "Purchase Tools," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q12CNO	Question 12, "Purchase Tools," No	Yes/No	"Yes" checkmarks box, "No" will not
Q12DYES	Question 12, "Used for work," Yes	Yes/No	"Yes" checkmarks box, "No" will not

Heading	Description	Type, max. size	Comments, Examples & Defaults
Q12DNO	Question 12, "Used for work," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q13AYES	Question 13, "Forestry," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q13ANO	Question 13, "Forestry," No	Yes/No	"Yes" checkmarks box, "No" will not
Q13BYES	Question 13, "Provide Saw," Yes	Yes/No	"Yes" checkmarks box, "No" will not
Q13BNO	Question 13, "Provide Saw," No	Yes/No	"Yes" checkmarks box, "No" will not
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.2.4 Headings for T2202A

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T2202A"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	CAN, USA, etc.
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	
SLIPSTATUS	Status of slip	Text, 1	
PROGRAMNAME	Name of program of study	Text, 50	
STUDENTNUMBER	Student number	Text, 15	
FROMYEAR1	From: Year, line 1	Integer, 4	
FROMMONTH1	From: Month, line 1	Integer, 2	1, 2, 3...12
TOYEAR1	To: Year, line 1	Integer, 4	
TOMONTH1	To: Month, line 1	Integer, 2	1, 2, 3...12
TUITIONFEES1	Eligible tuition fees, line 1	Currency	
PARTTIMEMONTHS1	Number of months for: Part-time, line 1	Numeric, 2	1 to 12
FULLTIMEMONTHS1	Number of months for: Full-time, line 1	Numeric, 2	
FROMYEAR2	From: Year, line 2	Integer, 4	1, 2, 3...12
FROMMONTH2	From: Month, line 2	Integer, 2	
TOYEAR2	To: Year, line 2	Integer, 4	1, 2, 3...12
TOMONTH2	To: Month, line 2	Integer, 2	
TUITIONFEES2	Eligible tuition fees, line 2	Currency	1 to 12
PARTTIMEMONTHS2	Number of months for: Part-time, line 2	Numeric, 2	
FULLTIMEMONTHS2	Number of months for: Full-time, line 2	Numeric, 2	1 to 12

Heading	Description	Type, max. size	Comments, Examples & Defaults
FROMYEAR3	From: Year, line 3	Integer, 4	
FROMMONTH3	From: Month, line 3	Integer, 2	1, 2, 3...12
TOYEAR3	To: Year, line 3	Integer, 4	
TOMONTH3	To: Month, line 3	Integer, 2	1, 2, 3...12
TUITIONFEES3	Eligible tuition fees, line 3	Currency	
PARTTIMEMONTHS3	Number of months for: Part-time, line 3	Numeric, 2	1 to 12
FULLTIMEMONTHS3	Number of months for: Full-time, line 3	Numeric, 2	1 to 12
FROMYEAR4	From: Year, line 4	Integer, 4	
FROMMONTH4	From: Month, line 4	Integer, 2	1, 2, 3...12
TOYEAR4	To: Year, line 4	Integer, 4	
TOMONTH4	To: Month, line 4	Integer, 2	1, 2, 3...12
TUITIONFEES4	Eligible tuition fees, line 4	Currency	
PARTTIMEMONTHS4	Number of months for: Part-time, line 4	Numeric, 2	1 to 12
FULLTIMEMONTHS4	Number of months for: Full-time, line 4	Numeric, 2	1 to 12
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.4.2.5 Headings for T3

T4 TimeSaver Enterprise Only

Cell A1 must contain "T3"

Heading	Description	Type, Max. Size	Comments, Examples and defaults
NAME1	Recipient name line 1 (code 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name line 2 (code 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (code 1 & 2)	Text, 20	
FIRSTNAME1	First recipient first name (code 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (code 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (code 1 & 2)	Text, 20	
FIRSTNAME2	Second recipient first name (code 1 & 2)	Text, 12	
INITIAL2	Second recipient middle initial (code 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text,30	
ADDRESS2	Address line 2	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	
POSTAL	Postal code	Text, 10	
COUNTRY	Country	Text ,3	CAN, USA, etc.
SLIPSTATUS	Status of Slip	Text,1	O - Original, A - Amended or C - Cancelled
RECTYPE	Beneficiary code	Text,1	1,2,3,4 or 5
YEAR	Taxation Year		
T3RESIDENCESTATUS		Reserved for later use	
SIN	Recipient's SIN, Business number or Trust account number	Text,15	000000000 000000000RP0000 T00000000
TEXTATTOP	Optional text to print at top of slip	Text,15	
ACTUAL_E	Actual amount of eligible dividends	Currency	
TAXABLE_E	Taxable amount of eligible dividends	Currency	
CREDIT_E	Dividend tax credit for eligible dividends	Currency	
CAPITALGAINS	Total capital gains	Currency	
CAPITALGAINS_E	Total capital gains eligible for deduction	Currency	
ACTUAL	Actual amount of dividends other than eligible dividends	Currency	
TAXABLE	Tax able amount of dividends other than eligible dividends	Currency	
CREDIT	Dividend tax credit for dividends other than eligible dividends	Currency	
OTHERINCOME	Other income	Currency	

FOOTNOTE1	FOOTNOTE1	Text,30	
FOOTNOTE2	FOOTNOTE2	Text,30	
FOOTNOTE3	FOOTNOTE3	Text,30	
OTHERCODE1	Other code 1		
OTHERAMOUNT1	Other amount for code 1	Currency	
OTHERCODE2	Other code 2		
OTHERAMOUNT2	Other amount for code 2	Currency	
OTHERCODE3	Other code 3		
OTHERAMOUNT3	Other amount for code 3	Currency	
OTHERCODE4	Other code 4		
OTHERAMOUNT4	Other amount for code 4	Currency	
OTHERCODE5	Other code 5		
OTHERAMOUNT5	Other amount for code 5	Currency	
OTHERCODE6	Other code 6		
OTHERAMOUNT6	Other amount for code 6	Currency	
ITCCODE	Investment tax credit code	Text, 1	1,2,3,4,5,6,7
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
CAPITALGAINSP2	Period 2 capital gains	Currency	
CAPITALGAINSP3	Period 3 capital gains	Currency	
CAPITALGAINS_EP2	Period 2 capital gains eligible for deduction	Currency	
CAPITALGAINS_EP3	Period 3 capital gains eligible for deduction	Currency	
INSURANCESEGLOSSE SP2	Period 2 insurance segregated fund capital losses	Currency	
INSURANCESEGLOSSE SP3	Period 3 insurance segregated fund capital losses	Currency	

13.4.2.6 Headings for T4

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4"

RL-1 data is imported with T4 data, see bottom of table for RL-1 specific fields

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
SIN	Social insurance number (box 12)	Text, 9	
PROVEMP	Province of employment (box 10)	Text, 2	
EMPNUM	Employee number, reference number	Text, 20	
EMPCODE	Employment code (box 29)	Text, 2	
CPPWEEKS	Weeks eligible for CPP	Numeric, 4	52.00 , 52.5, etc.
SLIPSTATUS	Status of slip	Text, 1	O - Original , A - Amended or C - Cancelled
TAXYEAR	Taxation year	Integer, 4	2010
INCOME	Employment income (box 14)	Currency	
CPP	CPP contributions (box 16)	Currency	
QPP	QPP contributions (box 17, B)	Currency	
EI	EI premiums (box 18, C)	Currency	
RPP	Reg. Pension plan contr. (box 20)	Currency	
TAX	Federal income tax deducted (box 22)	Currency	
EIEARN	EI insurable earnings (box 24)	Currency	
CPPEARN	CPP pensionable earnings (box 26)	Currency	
CPPEXEMPT	CPP exempt (box 28)	Yes/No	

Heading	Description	Type, max. size	Comments, Examples & Defaults
EIEXEMPT	EI exempt (box 28)	Yes/No	
PPIPEXEMPT	PPIP exempt (box 28)	Yes/No	
NOCPPADJUST	Do not adjust CPP	Yes/No	No
NOEIADJUST	Do not adjust EI	Yes/No	No
NOPPIPADJUST	Do not adjust PPIP	Yes/No	No
UNION	Union dues (box 44)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
PENSIONNO	RPP/DPSP number (box 50)	Text, 7	
PENSION	Pension adjustment (box 52)	Currency	
PPIP	PPIP premiums (box 55, H)	Currency	
PPIPEARNS	PPIP earnings (box 56, I)	Currency	
OTHERCODE1	Other information code #1	Text, 2	
OTHERAMT1	Other information amount #1	Currency	
OTHERCODE2	Other information code #2	Text, 2	
OTHERAMT2	Other information amount #2	Currency	
OTHERCODE3	Other information code #3	Text, 2	
OTHERAMT3	Other information amount #3	Currency	
OTHERCODE4	Other information code #4	Text, 2	
OTHERAMT4	Other information amount #4	Currency	
OTHERCODE5	Other information code #5	Text, 2	
OTHERAMT5	Other information amount #5	Currency	
OTHERCODE6	Other information code #6	Text, 2	
OTHERAMT6	Other information amount #6	Currency	
NETPAYOTHER	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

Additional headings for RL-1 fields:

Heading	Description	Type, max. size	Comments, Examples & Defaults
CODEBOXOR1	Code for Box O	Text, 2	
IDNOQ	Recipient Quebec identification number	Numeric, 10	
ISBUSINESS	Recipient is business	Yes/No	No
INCOMER1	Employment income (box A) Box B: See QPP in T4 section above Box C: See EI in T4 section above	Currency	
RPPR1	Reg. Pension plan contr. (box D)	Currency	
TAXR1	Québec income tax deducted (box E)	Currency	
UNIONR1	Union dues (box F)	Currency	
QPPEARN	QPP pensionable earnings (box G) Box H: See PPIP in T4 section above Box I: See PPIP in T4 section above	Currency	
HEALTHR1	Private health insurance (box J)	Currency	
TRAVELR1	Travel (box K)	Currency	
OTHERTBR1	Other taxable benefits (box L)	Currency	
COMMISSIONS	Employment commissions (box M)	Currency	
CHARITABLER1	Charitable donations (box N)	Currency	
OTHERINC	Other taxable income (box O)	Currency	
INSURANCE	Multi-employer insurance (box P)	Currency	
DEFERRED	Deferred salary (box Q)	Currency	
INDIANINC	Exempt income for an Indian (box R)	Currency	
TIPS	Tips received (box S)	Currency	
TIPSALLOCATED	Tips allocated (box T)	Currency	
PHASEDRETIRE	Phased retirement (box U)	Currency	
HOUSING	Meals and accommodation (box V)	Currency	
AUTOR1	Personal use of auto (box W)	Currency	
FNOTE1R1	Footnote #1	Text, 30	
FNOTE2R1	Footnote #2	Text, 30	
FNOTE3R1	Footnote #3	Text, 30	
NETPAYOTHERR1	Other deductions from Net Pay	Currency	For net pay calc.
TEXTATTOPR1	Optional text to print at top of slip	Text, 15	

13.4.2.7 Headings for T4A

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4A"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Employee last name	Text, 30	Required field
FIRSTNAME	Employee first name	Text, 12	
INITIAL	Employee middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	2010 O - Original, A - Amended or C - Cancelled
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Year	Integer, 4	
SLIPSTATUS	Status of slip	Text, 1	
SIN	Social insurance number (box 12)	Text, 9	
RECBN	Recipient Business No. (box 13)	Text, 15	
RECIPIENTNO	Recipient's number (box 14)	Text, 12	
CORPNAME1	Recipient corporation name line 1	Text, 30	
CORPNAME2	Recipient corporation name line 2	Text, 30	
SUPER	Pension or superannuation (box 16)	Currency	
LUMPSUM	Lump-sum payments (box 18)	Currency	
SELF	Self-employed commissions (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
ANNUITIES	Annuities (box 24)	Currency	
RETIRING	Eligible retiring allowances (box 26)	Currency	
RETIRINGNON	Non-eligible retiring allowances (box 27)	Currency	
OTHER	Other income (box 28)	Currency	
PATRONAGE	Patronage allocations (box 30)	Currency	
PAST	RPP contributions (past service)(box	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
	32)		
PENSION	Pension adjustment (box 34)	Currency	
PENSIONNO	Pension plan reg. number (box 36)	Text, 19	
RESPACCUM	RESP accum. income payments (box 40)	Currency	
RESPED	RESP educational assist. pay'ts (box 42)	Currency	
CHARITABLE	Charitable donations (box 46)	Currency	
FEES	Fees for services (box 48)	Currency	
RESPPAYMENTSOTHER	RESP accumulated income payments to other (box 122)	Currency	
RECIPIENTPAIDHEALTHPLANS	Recipient paid premiums for private health services plans (box 135)	Currency	
LABOURADJUSTMENTBENEFITS	Labour adjustment benefits act and appropriation act (box 150)	Currency	
SUBPQUALIFIED	SUBP qualified under the Income Tax Act (box 152)	Currency	
CASHAWARD	Cash award or prize from payer (box 154)	Currency	
BANKRUPTCY	Bankruptcy settlement (box 156)	Currency	
UNREGPEN	Unregistered pension plan (box 109)	Currency	
SIPENSION	Status Indian-pension or superannuation (box 146)	Currency	
LUMPSUMACC	Lump-sum pymt. accrued to 12/31/71 (box 110)	Currency	
LUMPSUMSI	Status Indian - Lump-sum payments (box 148)	Currency	
LUMPSUMRPP	Lump-sum payments (RPP-not eligible) (box 108)	Currency	
LUMPSUMDPSP	Lump-sum payments (DPSP-not eligible) (box 180)	Currency	
LUMPSUMNONRES	Lump-sum pymt. (non-resident services) (box 102)	Currency	
LUMPSUMUNREG	Lump-sum pymt. (unreg'd pension ben.) (box 190)	Currency	
LUMPSUMNOTRANS	Lump-sum pymt. (no trans.) (box 158)	Currency	
DPSPANNUITY	Instalment or annuity pymt. under DPSP (box 115)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
IAACANNUITY	IAAC annuity (box 111)	Currency	
RETIRINGSI	Status Indian-eligible retiring allowance (box 142)	Currency	
RETIRINGNONSI	Status Indian-non-elig. retiring allowance (box 143)	Currency	
OTHERSI	Status Indian - other income (box 144)	Currency	
OTHERDPSP	Instalment / annuity under revoked DPSP (box 115)	Currency	
BOARDSITE	Board and lodging at special work sites (box 124)	Currency	
MEDTRAVEL	Medical travel (box 116)	Currency	
LOANBENEFIT	Loan benefit under subsection 80.4(2) (box 117)	Currency	
RESEARCH	Research Grants (box 104)	Currency	
SCHOLARSHIP	Scholarships, fellowships, or bursaries (box 105)	Currency	
WAGELOSS	Income from wage loss plans (box 107)	Currency	
DEATHBENEFIT	Death benefits (box 106)	Currency	
MEDBENEFIT	Medical Premium benefit (box 118)	Currency	
DISABILITY	Disability benefits (box 125)	Currency	
GROUPTERMLIFE	Group Term Life Insurance Benefit (box 119)	Currency	
VETERANSBENEFIT	Veteran's benefits (box 127)	Currency	
APPRENTICESHIPINCENTIVE	Apprenticeship Incentive Grant (box 130)	Currency	
TAXDEFPATDIVIDENDS	Tax deferred patronage dividends (box 129)	Currency	
RPPPRE1990	RPP (pre-1990 past service) (box 126)	Currency	
REGISTEREDDISABILITY	Registered disability savings plan (box 131)	Currency	
WAGEEARNERPROTECTION	Wage earner protection program (box 132)	Currency	
VARIABLEPENSION	Variable pension benefits (box 133)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes

Heading	Description	Type, max. size	Comments, Examples & Defaults
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.4.2.8 Headings for T4A -NR

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4ANR"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name (type 1)	Text, 30	Required field
FIRSTNAME	Recipient first name (type 1)	Text, 12	
INITIAL	Recipient middle initial (type 1)	Text, 1	
NAME	Recipient name (type 3, 4 & 5)	Text, 30	Required field
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country	Text, 3	USA
YEAR	Taxation Year	Integer, 4	2010
RECTYPE	Recipient Code (box 11)	Text, 1	1, 3, 4 or 5
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
BN	Business Number (Box 13)	Text, 15	
INCOME	Income (box 18)	Currency	
TRAVEL	Travel (box 20)	Currency	
TAX	Income tax deducted (box 22)	Currency	
REDUCTION	Reduction authorized (box 23)	Text, 1	1
SERVICESCITY	City where services rendered	Text, 32	
SERVICESPROV	Province where services rendered	Text, 2	
DAYSINCANADA	Number of days recipient was in Canada	Integer	Max. of 366
FOREIGNSIN	Foreign Social security number (box 14)	Text, 20	
SIN	Canadian social insurance number (box 12)	Text, 9	
PROFNAME	Professional name (box 16)	Text, 30	
INDUSTRYCLASSCODE	Non-resident's service industry	Text, 4	
COUNTRYRES	Country of Residence	Text, 3	USA

Heading	Description	Type, max. size	Comments, Examples & Defaults
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address T4 TimeSaver Enterprise only	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.2.9 Headings for T4AP

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4AP"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Tax year	Integer, 4	2010
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
NUMOFMONTH	Number of month (box 21)	Integer, 2	
EFFECTIVEDATE	Effective date (box 13)	Date,	Mmm. dd, yyyy Ex: Apr. 1, 2010
TAXABLECPP	Taxable CPP benefits (box 20)	Currency	
INCOMETAX	Income tax deducted (box 22)	Currency	
RETIREMENT	Retirement benefit (box 14)	Currency	
SURVIVOR	Survivor benefit (box 15)	Currency	
DISABILITY	Disability benefit (box 16)	Currency	
CHILD	Child benefit (box 17)	Currency	
DEATH	Death benefit (box 18)	Currency	
BENEFITNUM	Benefit number	Text, 20	
SIN	Social insurance number (box 12)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
T4 TimeSaver Enterprise only			
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
T4 TimeSaver Enterprise only			

COMPANY.NAME1	Name of company associated with the slip	Text, 30
	T4 TimeSaver Enterprise only	

13.4.2.10 Headings for T4ARCA

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4ARCA"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
YEAR	Tax year	Interger, 4	10
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
REFUNDEMPLOYER	Refund of employer contributions (box 12)	Currency	
REFUNDEMPLOYEE	Refund of employee contributions (box 14)	Currency	
DISTRIBUTIONS	Distributions (box 16)	Currency	
SELLINGPRICE	Selling price of an interest in RCA(box 18)	Currency	
OTHER	Other amounts (box 20)	Currency	
INCOMETAX	Income tax deducted (box 22)	Currency	
SIN	Social insurance number (box 24)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
T4 TimeSaver Enterprise only			
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
T4 TimeSaver Enterprise only			
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
T4 TimeSaver Enterprise only			

13.4.2.11 Headings for T4PS

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4PS"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
YEAR	Year	Integer, 4	2010
ACTUAL	Actual amount of non-eligible dividends (box 24)	Currency	
TAXABLE	Taxable amount of eligible dividends (box 25)	Currency	
CREDIT	Dividend tax credit for eligible dividends (box 26)	Currency	
ACTUAL_E	Actual amount of eligible dividends (box 30)	Currency	
TAXABLE_E	Taxable amount of eligible dividends (box 31)	Currency	
CREDIT_E	Dividend tax credit for eligible dividends (box 32)	Currency	
CAPGAINS	Capital gains for losses (box 34)	Currency	
OTHER	Other income (box 35)	Currency	
FORFEITED	Forfeited due to withdrawal (box 36)	Currency	
FOREIGNINCOME	Foreign non-business income (box 37)	Currency	
FOREIGNCAPGAINS	Foreign capital gains or losses (box 38)	Currency	
FOREIGNTAX	Foreign non-business tax (box 39)	Currency	
SIN	Canadian social insurance number (box 12)	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	

T4 TimeSaver Enterprise only

Heading	Description	Type, max. size	Comments, Examples & Defaults
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.2.12 Headings for T4RIF

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4RIF"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
YEAR	Year	Integer, 4	2010
SIN	Canadian social insurance number (box 12)	Text, 15	
SPOUSESSIN	Spouse's Canadian social insurance number (box 32)	Text, 15	
TAXABLE	Taxable payments received(box 16)	Currency	
CONTRACT	Contract number (box 14)	Text, 12	
DECEASED	Amounts received at death (box 18)	Currency	
DEREGISTRATION	Amounts received at deregistration (box 20)	Currency	
OTHERINCOME	Other income or deductions (box 22)	Currency	
EXCESS	Excess amount (box 24)	Currency	
SPOUSALRRIF	"Yes" if spouse is a contributor (box 26)	Yes/No	
INCOMETAX	Income tax deducted (box 28)	Currency	
DATEDEATH	Date of annuitant's death (box 30)	Date	Mmm. dd, yyyy Ex: Apr. 1, 2010
TRANSFERS	Transfer on breakdown of marriage (box 35)	Currency	
TAXPAID	Tax paid amount (box 36)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	

Heading	Description	Type, max. size	Comments, Examples & Defaults
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.2.13 Headings for T4RSP

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T4RSP"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
YEAR	Year	Integer, 4	2010
SIN	Canadian social insurance number (box 12)	Text, 15	
SPOUSESSIN	Spouse's Canadian social insurance number (box 36)	Text, 15	
CONTRIBUTORSPOUSE	"Yes" if spouse is a contributor (box 24)	Yes/No	
CONTRIBUTORSPOUSENO	"No" if spouse is not a contributor (box 24)	Yes/No	
CONTRACT	Contract number (box 14)	Text, 12	
ANNUITY	Annuity payments (box 16)	Currency	
REFUNDPREMIUMS	Refund of premiums (box 18)	Currency	
REFUNDEXCESS	Refund of excess contributions (box 20)	Currency	
COMMUTATION	Commutation payments (box 22)	Currency	
LLPWITHDRAWAL	LLP withdrawal (box 25)	Currency	
DEREGISTRATION	Amounts received at deregistration (box 26)	Currency	
OTHERINCOME	Other income or deductions (box 28)	Currency	
INCOMETAX	Income tax deducted (box 30)	Currency	
DEATH	Amounts received at death (box 34)	Currency	
HBPWITHDRAWAL	HBP withdrawal (box 27)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
TRANSFERS	Transfer on breakdown of marriage (box 35)	Currency	
TAXPAID	Tax paid amount (box 40)	Currency	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address T4 TimeSaver Enterprise only	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.2.14 Headings for T5

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5"

RL-3 data is imported with T5 data, see bottom of table for RL-3 specific fields

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Recipient name, line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Recipient name, line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First recipient last name (type 1 & 2)	Text, 20	Required field
FIRSTNAME1	First recipient first name (type 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (type 1 & 2)	Text, 1	
FIRSTINDIVIDUAL	Indicates first entity is individual (R3)	Yes/No	
LASTNAME2	Second recipient last name (type 2)	Text, 30	
FIRSTNAME2	Second recipient first name (type 2)	Text, 30	
INITIAL2	Second recipient middle initial (type 2)	Text, 1	
SECONDINDIVIDUAL	Indicate second entity is individual	Yes/No	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
TAXYEAR	Taxation year	Integer, 4	2010
REPORTCODE	Report code (box 21)	Text, 1	O - Original, A - Amended or C - Cancelled
RECTYPE	Recipient type (box 23)	Text, 1	1
SIN	First recip. SIN/ID # or Business # (box 22)	Text, 15	
SIN2	Second recip. SIN/ID # (R3)	Text, 15	
ACTUAL	Am't of non-eligible dividends (box 10)	Currency	
ACTUAL_E	Am't of eligible dividends (box 24)	Currency	
INTEREST	Interest from Cdn sources (box 13, D)	Currency	
CAPGAINS	Capital gains dividends (box 18, I)	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
OTHER	Other income from Cdn sources (box 14)	Currency	
FORINC	Foreign income (box 15, F)	Currency	
FORTAX	Foreign tax paid (box 16, G)	Currency	
ROYALTIES	Royalties from Cdn sources (box 17, H)	Currency	
ACCRUED	Accrued income: Annuities (box 19, J)	Currency	
RESOURCE	Resource allowance deduction (box 20)	Currency	
CURRENCY	Foreign currency code (box 27)	Text, 3	
TRANSIT	Transit (box 28)	Text, 10	
ACCOUNTNO	Recipient account number (box 29)	Text, 16	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address T4 TimeSaver Enterprise only	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	
Additional Headings for RL-3 fields:			
NEEDR3	Recipient needs RL-3	Yes/No	
ISINTERESTSAVINGSBONDS	Is interest from Fed. or Québec savings bonds	Yes/No	
ACCOUNTNOR3	Other ID/Recipient Number RL-3	Text, 16	
TEXTATTOPR3	Optional text to print at top of slip	Text, 15	

13.4.2.15 Headings for T5007

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5007"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
SIN	Canadian social insurance number (box 12)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
YEAR	Year	Integer, 4	2010
WCBENEFITS	Workers' compensation benefits (box 10)	Currency	
SOCIALASSISTANCE	Social assistance payments or provincial or territorial supplements (box 11)	Currency	
MANITOBAFRACTION	Manitoba credit fraction	Integer	Percentage; 50 = 50%
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.4.2.16 Headings for T5013

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5013"

Heading	Description	Type, max. size	Comments, Examples & Defaults
Main page fields			
NAME1	Recipient name line 1	Text, 50	Required field
NAME2	Recipient name line 2	Text, 12	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
TYPEOFSLIP	Type of slip (box 5)	Text, 1	0 – Original 1 – Amended 2 – Additional 3 – Cancelled 4 – Duplicate
COUNTRYCODE	Country code (box 7)	Text, 3	CAN, USA, etc.
MEMBERCODE	Member code (box 8)	Text, 1	
UNITSOWNED	Partnership units held (box 9)	Numeric	8 decimals
PARTNERSSHARE	Partner's share, in % (box 10)	Numeric	8 decimals
PARTNERID	Recipient's ID (box 11)	Text, 16	
COMPLEXSHARING	Complex sharing arrangements (box 12)	Text, 75	
(1) Limited partnership income/loss (Boxes 20-27)			
LIMITEDFARMING	Farming income (box 20)	Currency	
LIMITEDCAIS	Farming income (box 20)	Currency	
LIMITEDFISHING	Fishing income (box 21)	Currency	
LIMITEDBUSINESS	Business income (box 22)	Currency	
LIMITEDATRISK	At risk amount (box 22-1)	Currency	
LIMITEDADJUSTEDATRISK	Adj. at risk amount (box 22-2)	Currency	
LIMITEDRENTAL	Rental income (box 23)	Currency	
LOSSCARRYFWD	Loss carry forward (box 24)	Currency	
PREVLOSSCARRYFWD	Prev. loss carry forward (box 25)	Currency	
RETURNOFCAPITAL	Return of capital (box 27)	Currency	
A01TEXT1	Generic box # 1 – Province/Country	Text, 3	

A01TEXT2	Generic box # 1 – Box number	Text, 6
A01AMOUNT	Generic box # 1 – Amount	Currency
A02TEXT1	Generic box # 2 – Province/Country	Text, 3
A02TEXT2	Generic box # 2 – Box number	Text, 6
A02AMOUNT	Generic box # 2 – Amount	Currency
A03TEXT1	Generic box # 3 – Province/Country	Text, 3
A03TEXT2	Generic box # 3 – Box number	Text, 6
A03AMOUNT	Generic box # 3 – Amount	Currency
A04TEXT1	Generic box # 4 – Province/Country	Text, 3
A04TEXT2	Generic box # 4 – Box number	Text, 6
A04AMOUNT	Generic box # 4 – Amount	Currency

(2) Canadian and foreign net business income / loss (Boxes 35-34)

NETBUSINESS	Business income (box 35)	Currency
NETPROFESSIONAL	Professional income (box 37)	Currency
NETFARMING	Farming income (box 41)	Currency
NETFISHING	Fishing income (box 43)	Currency
NETOTHER	Other income (box 30)	Currency
GROSSTOTALINCOME	Total gross income (box 34)	Currency

(3) Canadian and foreign investments and carrying charges (Boxes 26-59)

NETRENTAL	Net rental income (box 26)	Currency
DIVIDENDS	Actual non-eligible div. (box 51)	Currency
TAXABLE	Taxable amount of non-eligible dividends (box 51-1)	Currency
CREDIT	Non-eligible dividend tax credit (box 51-2)	Currency
DIVIDENDS_E	Actual eligible div. (box 52)	Currency
TAXABLE_E	Taxable am't eligible div.(box 52-1)	Currency
CREDIT_E	Eligible div. tax credit (box 52-2)	Currency
INTEREST	Interest from Can sources (box 50)	Currency
FRMDIVIDENDS	For. div. and interest inc. (box 55)	Currency
BUSINVESTLOSS	Business invest loss (box 56)	Currency
CARRYINGCHARGES	Carrying charges (box 59)	Currency
C01TEXT1	Generic box # 1 – Province/Country	Text, 3
C01TEXT2	Generic box # 1 – Box number	Text, 6
C01AMOUNT	Generic box # 1 – Amount	Currency
C02TEXT1	Generic box # 2 – Province/Country	Text, 3
C02TEXT2	Generic box # 2 – Box number	Text, 6
C02AMOUNT	Generic box # 2 – Amount	Currency
C03TEXT1	Generic box # 3 – Province/Country	Text, 3

C03TEXT2	Generic box # 3 – Box number	Text, 6
C03AMOUNT	Generic box # 3 – Amount	Currency

(4) Renounced Canadian exploration and development expenses (Boxes 120-)

RENOUNCEDCEE	Renounced Can. Explor. Exp. (box 120)	Currency
RENOUNCEDCDE	Renounced Can. Dev. Exp. (box 121)	Currency
ASSISTANCECEE	Assiss. for Can. Explor. Exp. (box 124)	Currency
ASSISTANCECDE	Assiss. for Can. Dev. Exp. (box 125)	Currency
PORTIONINTFREECEE	Portion interest free CEE (box 130)	Currency
EXPENSESITC	Expenses qualified for ITC (box 128)	Currency
PORTIONINTFREEITC	Portion interest free ITC (box 129)	Currency
EXPENSESBCTAXCREDIT	Expenses BC tax credit (box 141)	Currency
EXPENSESSKTAXCREDIT	Expenses SK tax credit (box 143)	Currency
EXPENSESMBTAXCREDIT	Expenses MB tax credit (box 144)	Currency
EXPENSESONTAXCREDIT	Expenses ON tax credit (box 145)	Currency
F01TEXT1	Generic box # 1 – Province/Country	Text, 3
F01TEXT2	Generic box # 1 – Box number	Text, 6
F01AMOUNT	Generic box # 1 – Amount	Currency
F02TEXT1	Generic box # 2 – Province/Country	Text, 3
F02TEXT2	Generic box # 2 – Box number	Text, 6
F02AMOUNT	Generic box # 2 – Amount	Currency

(5) Tax shelter information (Boxes 150-)

UNITSACQUIRED	Number of units (box 150)	Currency
COSTPERUNIT	Costs per unit (box 151)	Currency
LIMITEDRECOURSEAMOUNTS	Limited recourse am'ts (box 153)	Currency
ATRISKADJUSTMENTS	At risk adjustments (box 154)	Currency
OTHERINDIRECTREDUCTIONS	Other indirect. reduct. (box 155)	Currency
G01TEXT1	Generic box # 1 – Province/Country	Text, 3
G01TEXT2	Generic box # 1 – Box number	Text, 6
G01AMOUNT	Generic box # 1 – Amount	Currency

(6) Other amounts and information

CAPGAINS	Capital gains (box 70)	Currency
CAPGAINSRES	Capital gains reserves (box 71)	Currency
CCA	Capital cost allowance (box 85)	Currency

Generic boxes where ## is two numerals (01 to 25):

X##TEXT1	Generic box # 1 – Province/Country	Text, 3
X##TEXT2	Generic box # 2 – Box number	Text, 6
X##AMOUNT	Generic box # 1 – Amount	Currency

(7) Other amounts and information

Generic large boxes where ## is two numerals (01 to 10):

E##TEXT2	Generic box # 2 – Box number	Text, 6
E##TEXT3	Generic box # 3 – Text	Text, 65

Additional Headings for T5015 fields:

CAPITALSTART	Capital account start of period	Currency	
CAPITALCONTRIBUTED	Capital contribution during period	Currency	
OTHERADJUSTMENTS	Other Adjustments	Currency	
INCOMEALLOCATED	Income allocated during period	Currency	
DRAWINGS	Drawings	Currency	
CAPITALEND	Capital account end of period	Currency	
RECTYPE	Recipient code	Text, 1	1 – Individual (other than a trust) 2 – Trust 3 – Corporation 4 – Partnership 5 – Nominee or agent
EMAILADDRESS	Recipient email address T4 TimeSaver Enterprise only	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.2.17 Headings for T5018

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "T5018"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME	Recipient name	Text, 30	Required field
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
PAYMENTS	Construction subcontractor payments (box 22)	Currency	
SIN	Recipient's ID number (BN or SIN) (box 24)	Text, 15	
SLIPSTATUS	Status of slip	Text, 1	O - Original, A - Amended or C - Cancelled
RECTYPE	Recipient type	Text, 1	1
PARTNERSHIPID	Partnership's Filer ID	Text, 9	1
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.4.3 Headings for Revenu Québec Forms

Enter topic text here.

13.4.3.1 Headings for RL-1

T4 TimeSaver Plus & Enterprise Only

RL-1 data is imported with T4 data, refer to section [Headings for T4](#)^[165] for RL-1 import details

13.4.3.2 Headings for RL-2

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R2"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	
SOURCE1	Source of income	Text, 6	CAN, USA, etc.
BENEFICIARYNUM	Employer assigned number	Text, 20	
ANNUITY	Life annuity payments amount	Currency	
BENEFIT	RRSP, RRIF, DPSP benefit amount	Currency	
OTHERPAYMENT	Other Payment amount	Currency	
REFUNDRRSPSPOUSE	Refunded RRSP amounts	Currency	
DEATHBENEFIT	Value of benefit at time of death	Currency	
REFUNDRRSPUNDEDUCTED	Amount of refunded excess RRSP	Currency	
REVOCATION	Value of benefit before amendment	Currency	
OTHERINCOME	All other income	Currency	
DEDUCTION	Amount giving entitlement to deduction	Currency	Box A
TAX	Amount of Québec tax held at source	Currency	
INCOMEAFTERDEATH	Income earned after death amount	Currency	
LIFELONGLEARNING	Life Long Learning Plan amount	Currency	
TAXPAIDAMOUNT	Tax paid amount	Currency	
SIN	Social insurance number	Text, 9	
SIN2	Spouse's social insurance number	Text, 9	
HOMEBUYER	Withdrawal under HBP	Currency	
REPORTCODE	Status of slip	Text, 1	

			A - Amended, or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address T4 TimeSaver Enterprise only	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.3.3 Headings for RL-3

T4 TimeSaver Plus & Enterprise Only

RL-3 data is imported with T5 data, refer to section [Headings for T5](#)^[183] for RL-3 import details

13.4.3.4 Headings for RL-8

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R8"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Recipient last name	Text, 30	Required field
FIRSTNAME	Recipient first name	Text, 12	
INITIAL	Recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year of return	Integer, 4	2010
AMOUNTFORSTUDIES	Amount for post-secondary studies	Currency	
TUITIONFEES	Tuition or examination fees	Currency	
DONATIONS	Donations	Currency	
SIN	Social Insurance Number	Text, 9	
STUDENTNUMBER	Student number	Text, 15	
REPORTCODE	Status of slip	Text, 1	R - Original, A - Amended, or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.4.3.5 Headings for RL-15

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R15"

NOTE: The following boxes cannot be imported but are entered on the "RL-15 Totals" page of the TP-600-V form: Box 14, Box 38, Box 39, Box 42, Box 70, Box 72, Box 73, Box 75 and Box 76.

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME	Family name or business name	Text, 30	Required field
FIRSTNAME	First name or line two of business name	Text, 30	
APARTMENT	Apartment number	Text, 5	
STREETNO	Street number	Text, 9	
STREET	Street name	Text, 24	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country code	Text, 3	
PARNTERID	Partnerships identification number	Text, 16	S.I.N. or Identification number
REPORTCODE	Status of slip	Text, 1	R - Original, A - Amended or D - Cancelled
PARTNERSSHARE	Partner's share (%) of income / loss (box 36)	Numeric	4 decimals
UNITSOWNED	Number of partnership units owned (box 37)	Integer	No decimals
MEMBERCODE	Partner code (box 40)	Text, 1	0 - Limited partner 1 - Another specified member 2 - General partner
RECTYPE	Taxpayer code (box 41)	Text, 1	1 - Individual 3 - Corporation 4 - Other
CAPITALSTART	Balance at start of fiscal period	Currency	
CAPITALCONTRIBUTED	Capital contributions during fiscal period	Currency	
OTHERADJUSTMENTS	Other adjustments	Currency	
INCOMEALLOCATED	Income / loss allocated during fiscal period	Currency	
DRAWINGS	Drawings	Currency	
BOX1	Net Canadian & foreign bus. income / loss	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX2	Net foreign business income / loss	Currency	
BOX3	Net Canadian & foreign rental income / loss	Currency	
BOX4	Net foreign rental income / loss	Currency	
BOX5	Capital cost allowance	Currency	
BOX6A	Actual amount of eligible dividends	Currency	
BOX6B	Actual amount of ordinary dividends	Currency	
BOX7	Interest and other investment income from Canadian sources	Currency	
BOX8	Foreign dividends & interest	Currency	
BOX9	Patronage dividends from a corporation	Currency	
BOX10	Capital gains / losses used to calc. ded.	Currency	
BOX11	Reserves for dispositions of capital property	Currency	
BOX12	Capital gains / losses not used to calc. ded.	Currency	
BOX13	Business investment loss	Currency	
BOX15A	Carrying charges and interest expenses	Currency	
BOX15B	Dividend rental arr. compensation payments	Currency	
BOX16	Quebec income tax withheld at source	Currency	
BOX17	Foreign income tax paid on non-business income	Currency	
BOX18	Foreign income tax paid on business income	Currency	
BOX19	Donations and gifts	Currency	
BOX20	Other gifts	Currency	
BOX21A	Investment tax credit - depreciable property	Currency	
BOX21B	Investment tax credit - other property	Currency	
BOX24A	Paid up capital - share of debts	Currency	
BOX24B	Paid up capital - share of qualified property	Currency	
BOX24C	Paid up capital - share of total assets	Currency	
BOX25	R & D Expenditures	Currency	
BOX26	At-risk amount	Currency	
BOX27	Limited partnership loss	Currency	
BOX28	Canadian exploration expenses	Currency	
BOX29	Canadian development expenses	Currency	
BOX30	Canadian oil & Gas property expenses	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX31	Expenses related to foreign resources	Currency	
BOX32	Quebec exploration expenses	Currency	
BOX33	Quebec surface mining or oil & gas exploration expenses	Currency	
BOX34	Exploration expenses incurred in Northern Quebec	Currency	
BOX35_28	Assistance corresponding to box 28	Currency	
BOX35_29	Assistance corresponding to box 29	Currency	
BOX35_30	Assistance corresponding to box 30	Currency	
BOX35_32	Assistance corresponding to box 32	Currency	
BOX35_33	Assistance corresponding to box 33	Currency	
BOX35_34	Assistance corresponding to box 34	Currency	
BOX43	Capital repayment	Currency	
BOX44	Dividend tax credit	Currency	
BOX45	Eligible taxable capital gains on resource property	Currency	
BOX50	Number units acquired during fiscal period	Integer	No decimals
BOX51	Cost per unit	Currency	
BOX52	Total cost of units	Currency	
BOX53	Limited-recourse amount	Currency	
BOX54	At-risk adjustment	Currency	
BOX55	Other indirect adjustments	Currency	
BOX60	Canadian exploration expenses	Currency	
BOX61	Canadian development expenses	Currency	
BOX62	Quebec exploration expenses	Currency	
BOX63	Quebec surface mining or oil & gas exploration expenses	Currency	
BOX64	Exploration expenses incurred in Northern Quebec	Currency	
BOX65	Share and security issue expenses	Currency	
BOX66_60	Assistance - box 60	Currency	
BOX66_61	Assistance - box 61	Currency	
BOX66_62	Assistance - box 62	Currency	
BOX66_63	Assistance - box 63	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
BOX66_64	Assistance - box 64	Currency	
BOX71	Eligible amount	Currency	
BOX74	Percentage interest, tax credit	Numeric	4 decimals
The "XBOX" fields below represent the box number of the 28 generic information boxes on the RL-15			
XBOX01	Box number	Text, 7	
XBOX02	Box number	Text, 7	
XBOX03	Box number	Text, 7	
XBOX04	Box number	Text, 7	
XBOX05	Box number	Text, 7	
XBOX06	Box number	Text, 7	
XBOX07	Box number	Text, 7	
XBOX08	Box number	Text, 7	
XBOX09	Box number	Text, 7	
XBOX10	Box number	Text, 7	
XBOX11	Box number	Text, 7	
XBOX12	Box number	Text, 7	
XBOX13	Box number	Text, 7	
XBOX14	Box number	Text, 7	
XBOX15	Box number	Text, 7	
XBOX16	Box number	Text, 7	
XBOX17	Box number	Text, 7	
XBOX18	Box number	Text, 7	
XBOX19	Box number	Text, 7	
XBOX20	Box number	Text, 7	
XBOX21	Box number	Text, 7	
XBOX22	Box number	Text, 7	
XBOX23	Box number	Text, 7	
XBOX24	Box number	Text, 7	
XBOX25	Box number	Text, 7	
XBOX26	Box number	Text, 7	

Heading	Description	Type, max. size	Comments, Examples & Defaults
XBOX27	Box number	Text, 7	
XBOX28	Box number	Text, 7	
The "XTXT" fields below represent the text portion of the 28 generic information boxes on the RL-15			
XTXT01	Other information	Text, 20	
XTXT02	Other information	Text, 20	
XTXT03	Other information	Text, 20	
XTXT04	Other information	Text, 20	
XTXT05	Other information	Text, 20	
XTXT06	Other information	Text, 20	
XTXT07	Other information	Text, 20	
XTXT08	Other information	Text, 20	
XTXT09	Other information	Text, 20	
XTXT10	Other information	Text, 20	
XTXT11	Other information	Text, 20	
XTXT12	Other information	Text, 20	
XTXT13	Other information	Text, 20	
XTXT14	Other information	Text, 20	
XTXT15	Other information	Text, 20	
XTXT16	Other information	Text, 20	
XTXT17	Other information	Text, 20	
XTXT18	Other information	Text, 20	
XTXT19	Other information	Text, 20	
XTXT20	Other information	Text, 20	
XTXT21	Other information	Text, 20	
XTXT22	Other information	Text, 20	
XTXT23	Other information	Text, 20	
XTXT24	Other information	Text, 20	
XTXT25	Other information	Text, 20	
XTXT26	Other information	Text, 20	
XTXT27	Other information	Text, 20	

Heading	Description	Type, max. size	Comments, Examples & Defaults
XTXT28	Other information	Text, 20	
The "XAMT" fields below represent the dollar amounts, if required, of the 28 generic information boxes on the RL-15			
XAMT01	Dollar value	Currency	
XAMT02	Dollar value	Currency	
XAMT03	Dollar value	Currency	
XAMT04	Dollar value	Currency	
XAMT05	Dollar value	Currency	
XAMT06	Dollar value	Currency	
XAMT07	Dollar value	Currency	
XAMT08	Dollar value	Currency	
XAMT09	Dollar value	Currency	
XAMT10	Dollar value	Currency	
XAMT11	Dollar value	Currency	
XAMT12	Dollar value	Currency	
XAMT13	Dollar value	Currency	
XAMT14	Dollar value	Currency	
XAMT15	Dollar value	Currency	
XAMT16	Dollar value	Currency	
XAMT17	Dollar value	Currency	
XAMT18	Dollar value	Currency	
XAMT19	Dollar value	Currency	
XAMT20	Dollar value	Currency	
XAMT21	Dollar value	Currency	
XAMT22	Dollar value	Currency	
XAMT23	Dollar value	Currency	
XAMT24	Dollar value	Currency	
XAMT25	Dollar value	Currency	
XAMT26	Dollar value	Currency	
XAMT27	Dollar value	Currency	
XAMT28	Dollar value	Currency	

Heading	Description	Type, max. size	Comments, Examples & Defaults
EMAILADDRESS	Recipient email address T4 TimeSaver Enterprise only	Text, 255	
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.3.6 Headings for RL-16

T4 TimeSaver Enterprise Only

Cell A1 must contain "R16"

Heading	Description	Type, Max. Size	Comments, Examples and defaults
NAME1	Recipient name line 1 (code 3, 4 & 5)	Text, 30	
NAME2	Recipient name line 2 (code 3, 4 & 5)	Text, 30	
LASTNAME1	First recipient last name (code 1 & 2)	Text, 20	
FIRSTNAME1	First recipient first name (code 1 & 2)	Text, 12	
INITIAL1	First recipient middle initial (code 1 & 2)	Text, 1	
LASTNAME2	Second recipient last name (code 1 & 2)	Text, 20	
FIRSTNAME2	Second recipient first name (code 1 & 2)	Text, 12	
INITIAL2	Second recipient middle initial (code 1 & 2)	Text, 1	
ADDRESS1	Address line 1	Text,30	
ADDRESS2	Address line 2	Text,30	
CITY	City	Text,28	
PROV	Province code	Text,2	
POSTAL	Postal code	Text, 10	
COUNTRY	Country	Text ,3	CAN , USA, etc.
SIN	First recipient SIN	Text,9	
SIN2	Second recipient SIN	Text,9	
OTHERNUMBER	NEQ or identification number of first recipient	Text,10	
OTHERNUMBER2	NEQ or identification number of second recipient	Text,10	
FIRSTINDIVIDUAL	Yes if first recipient is an individual; no otherwise	Yes/No	Yes
SECONDINDIVIDUAL	Yes if second recipient is an individual; no otherwise	Yes/No	Yes
REPORTCODE	Status of Slip	Text,1	R - Original , A - Amended or D – Cancelled
RECTYPE	Beneficiary type code	Text,1	1,2,3,4,5,6 or 7
BENEFICIARYNUM	Beneficiary Number	Text,20	
YEAR	Taxation Year	Integer,4	2010
TEXTATTOP	Optional text to print at top of slip	Text,15	
CAPITALGAIN	Capital gains (Box A)	Currency	

SINGLEPENSION	Single pension payment (Box B)	Currency	
ACTUAL_E	Actual amount of eligible dividends (Box C1)	Currency	
ACTUAL	Actual amount of ordinary dividends (Box C2)	Currency	
ENTITLEMENTPENSION	Pension payment giving entitlement to a tax credit (box D)	Currency	
FOREIGNINCOME_BUS	Foreign business income (box E)	Currency	
FOREIGNINCOME_NONBUS	Foreign non-business income (box F)	Currency	
OTHER	Other income (box G)	Currency	
INCOMECODE	Code corresponding to the type of income entered in box G	Text, 1	Blank, 1, 2
ENTITLEMENTCAPITALGAIN	Capital gains giving entitlement to a deduction (Box H)	Currency	
TAXABLE	Taxable amount of eligible and ordinary dividends (Box I)	Currency	
CREDIT	Dividend tax credit (Box J)	Currency	
FOREIGNINCOMETAX_BUS	Foreign income tax on business income (Box K)	Currency	
FOREIGNINCOMETAX_NONBUS	Foreign income tax on non-business income (Box L)	Currency	
COSTBASEADJUSTMENT	Cost base adjustment of capital interest (Box M)	Currency	
CONSOLIDATIONCODE	Consolidation Indicator	Text,1	Blank, C
CURRENCYCODE	Currency Code	Text,3	

13.4.3.7 Headings for RL-17

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R17"

Heading	Description	Type, max. size	Comments, Examples & Defaults
LASTNAME1	First recipient last name	Text, 30	Required field
FIRSTNAME1	First recipient first name	Text, 12	
INITIAL1	First recipient middle initial	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
YEAR	Year	Text, 1	2010
SIN	Social insurance number	Text, 9	
REFERENCENUMBER	Employer reference number	Text, 15	
DEDUCTION	Total deductions (box A)	Currency	
INCOMYEAR	Total employment revenue (box B)	Currency	
INCOMESTAY	Total income for stay (box C)	Currency	
ALLOWANCEYEAR	Allowance in year (box D)	Currency	
ALLOWANCESTAY	Allowance for stay (box E)	Currency	
DAYSOUTSIDE	Days outside Canada (box F)	Integer	
PERIODSOUTSIDE	Number of 30 day periods (box G)	Integer	
DATEDEPARTURE	Departure date from Canada (box H)	Date	Mmm. dd, yyyy Ex: Apr. 1, 2010
DATERETURN	Return date to Canada (box I)	Date	Mmm. dd, yyyy Ex: Apr. 1, 2010
FOREIGNCOUNTRY	Name of foreign country (box J)	Text, 20	
SLIPSTATUS	Status of slip	Text, 1	R - Original, A - Amended or D - Cancelled
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	

T4 TimeSaver Enterprise only

Heading	Description	Type, max. size	Comments, Examples & Defaults
OKTOEMAILSLIP	Permission granted to email slip T4 TimeSaver Enterprise only	Yes/No	Yes
COMPANY.NAME1	Name of company associated with the slip T4 TimeSaver Enterprise only	Text, 30	

13.4.3.8 Headings for RL-25

T4 TimeSaver Plus & Enterprise Only

Cell A1 must contain "R25"

Heading	Description	Type, max. size	Comments, Examples & Defaults
NAME1	Beneficiary name line 1 (type 3, 4 & 5)	Text, 30	Required field
NAME2	Beneficiary name line 2 (type 3, 4 & 5)	Text, 12	
LASTNAME1	First beneficiary last name (type 1, 2 & 6)	Text, 30	Required field
FIRSTNAME1	First beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL1	First beneficiary middle initial (type 1, 2 & 6)	Text, 1	
LASTNAME2	Second beneficiary last name (type 1, 2 & 6)	Text, 30	
FIRSTNAME2	Second beneficiary first name (type 1, 2 & 6)	Text, 30	
INITIAL2	Second beneficiary middle initial (type 1, 2 & 6)	Text, 1	
ADDRESS1	Address line 1	Text, 30	
ADDRESS2	Address line 2	Text, 30	
CITY	City	Text, 28	
PROV	Province code	Text, 2	
POSTAL	Postal code (including space)	Text, 10	
COUNTRY	Country, in address	Text, 3	CAN, USA, etc.
BENEFICIARYNUM	Employer assigned number	Text, 20	
TRANSIT	Bank transit number	Text, 10	
RECTYPE	Recipient type (box 23)	Text, 1	1
REPORTCODE	Status of slip	Text, 1	R - Original, A - Amended or D - Cancelled
SIN2	Second beneficiary SIN	Text, 9	
ACTUALDIVIDENDS	Non-Eligible Dividend amount	Currency	Box A1
ACTUALDIVIDENDS_E	Eligible Dividend amount	Currency	Box A2
CAPGAINS	Total net Capital Gains	Currency	Box B
CAPGAINSEXEMPTION	Farm or small business capital gains	Currency	Box C
OTHER	QPP and other amounts	Currency	Box D
CANCELLED	Amounts cancelled	Currency	Box E
TAXABLEDIVIDENDS	Taxable amount of dividends	Currency	Box F

Heading	Description	Type, max. size	Comments, Examples & Defaults
TAXCREDIT	Amount of dividend tax credit	Currency	Box G
FOREIGNTAX	Income tax paid to a foreign government	Currency	Box H
QUEBECTAX	Québec income tax withheld	Currency	Box I
SECONDINDIVIDUAL	Is second recipient an individual (type 1, 2 & 6)	Yes/No	
NAMESPRINCIPAL	Principal person who established trust deed	Text, 25	
SIN	First beneficiary SIN	Text, 9	
TEXTATTOP	Optional text to print at top of slip	Text, 15	
EMAILADDRESS	Recipient email address	Text, 255	
	T4 TimeSaver Enterprise only		
OKTOEMAILSLIP	Permission granted to email slip	Yes/No	Yes
	T4 TimeSaver Enterprise only		
COMPANY.NAME1	Name of company associated with the slip	Text, 30	
	T4 TimeSaver Enterprise only		

13.5 Modification History

In response to customer requests, program improvements and bug fixes, T4 TimeSaver may be updated several times during the tax season; your annual site license entitles you to all updates for the current T4 TimeSaver release. Below is a listing of all updates for the 2010 T4 TimeSaver.

February 22, 2011 (Production Release 2010.1.3.171)

1. Added the 'Internal Student Number' to the RL-8 edit list and RL-8 Excel import template.
2. Made a correction to the printed RL-1 and RL-3 summaries where the number of slips filed on electronic media and number of slips filed on the Internet may have been switched. This issue only effected the printout of the summary and had no impact on slips or electronic filing.
3. Corrected a problem with the Merge function which sometimes prevented companies with RL-1 or RL-3 slips from being merged.
4. Corrected a problem on the RL-1 summary where box 20b, the compensation tax for wages paid after March 30th, was being calculated incorrectly.

February 14, 2011 (Production Release 2010.1.3.170)

1. T4 TimeSaver can now file Quebec RL-15 slips via XML
2. The T5013 (Federal Partnership Forms) have been updated to use the new 2010 forms.
3. A problem was corrected with the E-filing History report which prevented the report from printing correctly if the computer's date format was day/month/year.
4. The XML validation report for T5 slips was reporting spurious warning messages regarding the obsolete Filer Identification Number. This has been corrected.
5. A correction was made to the T4ARCA summary to account for the change in the format of the Custodian Account Number.
6. A problem which prevented the creation of T4A individual recipient PDF files has been corrected.
7. You now have the option of creating individual recipient PDF files without assigning a password to the PDF file.
8. A change has been made to speed up the printing of T4As in the situation where there are a large number of slips.

January 28, 2011 (Production Release 2010.1.3.169)

1. An issue has been reported where recent releases of T4 TimeSaver may create RL-1 Returns with some of the box A ("Employment Income") fields being reported as \$0.00 even though an amount was entered on the RL-1 slip. If you prepare RL-1 Returns it is recommended that you install this new release. A new report under File > Check Data Integrity of Relevé 1's will examine your data to see if there are any issues. See <http://www.t4timesaver.com/r1> for more information.

January 24, 2011 (Production Release 2010.1.3.168)

1. The Quebec form TP-646 has been updated to the 2010 format.
2. The RL-3 Edit List now prints the Quebec Identification Number at the bottom of the report instead of the federal Account Number.
3. The Pension Number (Box 36) now prints in the other information boxes area on the T4A Slip.
4. The T2200 now prints the recipient's first name in the designated area instead of alongside the surname.
5. The NEQ and Quebec Identification Number are now printed on the RL-1 Summary on the top of the remittance slip.
6. Box I (PPIP Insurable Earnings) on the RL-1 slip now prints "0.00" instead of a blank in the case where there are no earnings.

January 18, 2011 (Production Release 2010.1.3.166)

1. A problem was corrected which prevented XML validation reports from displaying in French.
2. A change was made to the T5 XML validation report preventing spurious warning messages about invalid account numbers in cases where the recipient is a corporation. While these spurious messages can be ignored, the updated version of T4 TimeSaver will remove them from the report

January 13, 2011 (Production Release 2010.1.3.165)

1. T3 and RL-16 XML (Federal and Quebec Trust Returns) have now been enabled. However, the TP-646 (RL-16 Return) still prints using the 2009 format and will be updated in the next version of T4 TimeSaver
2. The RL-15 (Quebec Partnership Return) has been updated to the 2010 format.
3. Form T2200 (Declaration of Conditions of Employment) has been updated to the 2010 format.
4. Form ED-400 (Quebec XML transmittal form for CD/DVD submissions) has been updated to the 2010 format.
5. T4As containing values in only boxes 48,122,135,150,152,154 or 156 may have these values excluded from T4A summary totals.
6. T4 TimeSaver has been updated to access CRA's new internet filing web site.
7. Several changes have been made to better accommodate computers with a French language version of Windows or with the regional settings set to French.

January 4, 2011 (Early-Production Release 2010.1.2.156)

1. The following issues have been resolved for the processing of T4As:
 - Box 16 was missing from the T4A data entry screen.
 - The company account number was printing on the recipient copies of T4A slips.
 - The recipient number was not printing on T4A slips. It now prints next to the name as per CRA instructions.
 - Boxes 28, 30, 32, 34, 40, 42, 48 and 101 did not print in the correct location on the T4A summary.
 - The XML file created by T4 TimeSaver did not include box 48 (Fees for Services) or box 101 (Total other amounts) in the summary section of the XML file.

December 20, 2010 (Early-Production Release 2010.1.2.155)

1. Except where noted below, all forms and XML output have been updated to the 2010 format where required.
2. T3 returns processing has been added to the software and is available in the Enterprise version of T4 TimeSaver. The following features are currently available:
 - T3 Slips and Summaries data entry and forms printing.
 - Importing slips from Excel.
 - T3 Return (the four page form) as a stand alone form.
 - Various schedules associated with the T3 Return will be added in a future release of T4 TimeSaver
 - Generation of XML for submission to CRA will be available in a future release of T4 TimeSaver.
3. RL-16 returns processing has been added to the software and is available in the Enterprise version of T4 TimeSaver. The following features are currently available:
 - RL-16 Slips data entry and forms printing.
 - Importing slips from Excel.
 - RL-16 Return (the four page form) as a stand alone form.
 - Various schedules associated with the RL-16 Return will be added in a future release of T4 TimeSaver
 - Generation of XML for submission to MRQ will be available in a future release of T4 TimeSaver.
4. The Enterprise feature which allows the creation of individual PDF files for recipient copies of various slips now can create password-protected PDF files.
5. Quebec partnership forms processing has been disabled in this version of T4 TimeSaver while the 2010 forms are incorporated into the software. If you need to process these forms then use the 2009 release of T4 TimeSaver.

December 1, 2010 (Pre-Production Release 2010.1.1.135)

1. Removed an unintentional limitation which prevented XML files from being produced after December 1st.

November 1, 2010 (Pre-Production Release 2010.1.1.134)

1. Import from Excel for T3 and RL-16 slips is now enabled. Data entry for T3 and RL-16 slips and summaries is also enabled. Draft versions of the printed T3 and RL-16 slips and summaries are also

available. XML output for T3 and RL-16s is not available in this version of T4 TimeSaver.

October 26, 2010 (Pre-Production Release 2010.1.1.133)

1. Fixed a problem which prevented the French language user interface from working properly.

October 20, 2010 (Pre-Production Release 2010.1.1.132)

1. All rates and constants have been updated for the 2010 taxation year. / Data may be rolled forward from 2009 T4 TimeSaver
2. T4RIF, T4RSP and T5007 forms are now available
3. T4 TimeSaver now has a fully bilingual user interface. Use Setup > Language to switch between French and English
4. Forms printing / XML output is in 2009 format, but may be used for filing 2010 returns.
5. Electronic filing has been reorganized to make the procedure more intuitive
6. Electronic submissions can now be prepared for selected slips instead of just all original or all amended slips
7. Database maintenance routines (conversion, repair, update between versions) now run quicker.

April 1, 2010 (Pre-Production Release 2010.1.1.112)

1. The federal partnership forms processing now uses the new 2009 forms which take into consideration the new partnership account numbers. There is now a dedicated field on the company information screen for the partnership account number.
2. The summaries for RL-1, RL-2, RL-3, RL-8, RL-25, as well as the the summary and schedules for the RL-15, can now optionally be printed in French.

March 15, 2010 (Pre-Production Release 2010.1.1.110)

1. All rates and constants have been updated for the 2010 taxation year.
2. Data may be rolled forward from 2009 T4 TimeSaver.
3. Forms printing / XML output is in 2009 format, but may be used for filing 2010 returns.
4. User settings may be imported from last year's T4 TimeSaver by selecting 'Import User Information from Last Year's T4 TimeSaver' from the Tools menu.

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